Effective Communication

CSCI3250+3251
Computers and Society + Engineering Practicum
Dr. Chuck-jee Chau, Dept. of CSE
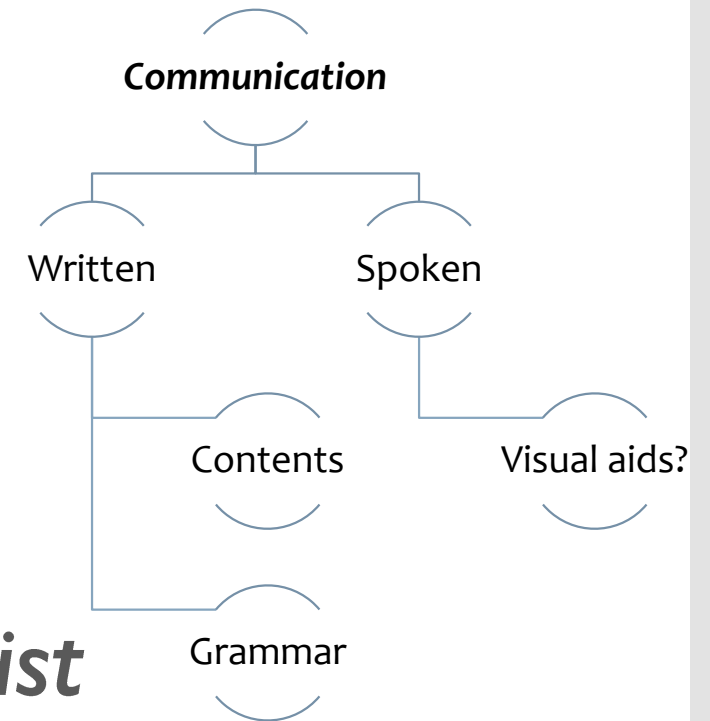
Language skills for Engineers?

- *Effective presentation*
- *Effective documentation*

Put things in order

- Put down your "topics" on a piece of paper and organize them into a *hierarchy*
  - Importance?
  - Relevance?
  - Is this interesting to the audience?

- Documents: ***Multilevel list***

Communication

- Written
- Spoken
- Contents
- Visual aids?
- Grammar

Attract your audience

- Understand your audience
  - How well are they educated?
  - How much do they know?
  - …
- Let them listen or read in relax
  - Provide necessary guiding points or explanation
- Topic – Supporting arguments – Conclusion
  - Clear structure for easy understanding

Send through your passion

- Personal experience is warmer than just words
  - Tell a relevant story
  - Show relevant pictures
  - *(… you could make it up!)*

- This may be more useful for informal verbal communication

Styling

- Less is more.

  — Ludwig Mies van der Rohe

- Not too many words
- Not too many fonts
- Not too many colours, shapes, …

- Be *precise* and *concise*
  - Time well!

Proof-reading

- Ensure everything looks okay!

- Spelling? Grammar?
- Consistent fonts and styles?
- Page order? (printed materials)
- Images? Videos? Links?

Make yourself grounded

- Put reference for all cited materials
  - Articles
  - Books
  - Internet pages
    - *Should I include Wikipedia?*

- Pick the appropriate citation method
  - APA? MLA? Chicago?
  - Somehow preferred in CSE: **IEEE style**
    - *https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf*

Convey your ideas and Inspire!

Now let's look at the first presentation groups!