

Advanced Communication Skills

Unit III

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Contents

- Critical thinking and creative writing
- Introduction to critical thinking
- Benefits and barriers to critical thinking
- Critical reasoning
- Deductive and inductive arguments
- Inferential comprehension
- Critical thinking and academic writing

Course Objectives & Outcomes

Course Objectives

- To develop the learners' lateral thinking ability and to promote interpersonal oral and written communication
- To enhance their professional communication skills to prepare them for the communicative demands of the industry

Course Outcomes

Learners will be able to:

- a) demonstrate competence in cross cultural communication
- b) use gestures and other non-verbal communication strategies effectively in formal and informal contexts
- c) critically analyze and evaluate situations and communicate proficiently
- d) argue their case following the etiquettes
- e) write and analyze technical reports
- f) make short academic presentations with clarity using various medium and persuade in speaking contexts

What is Critical Thinking?

- Developing the attitude to:
 - Question everything
 - Find credible sources
 - Choose the right reading material
 - Evaluate the information
 - Read critically
 - Write critically

Activity 1 – Choose the Style you Prefer

Style	Description
North	Acting – likes to act, try things, plunge in (“Let’s do it”)
East	Speculating – likes to look at the big picture and the possibilities before acting
South	Caring – likes to know that everyone’s feelings have been taken into consideration and that their voices have been heard before acting
West	Paying attention to detail – likes to know the who, what, when, where and why before acting

Choose the style you prefer; then discuss and respond to the questions given below:

- What are the strengths of your style? (3-4 adjectives)
- What are the limitations of your style? (3-4 adjectives)
- What style do you find most difficult to work with and why?
- What do people from other “directions” or styles need to know about you so that you can work together effectively?
- What is the one thing you value most about each of the other three styles?

How to Go about Critical Thinking

- Here are a few tips:
- Look at something from multiple viewpoints
- Evaluate something in four or more different ways
- Judge something against alternatives
- Use multiple sources of information to test, explore and use ideas

Benefits & Barriers to Critical Thinking

Benefits of Critical Thinking	Blocks to Critical Thinking
Analyzes information	Thinking that there is a right answer
Helps thinking out of the box	Respecting authority figures
Solves problems with innovative solutions	Showing impatience
Improves decision making	Procrastinating
Enhances self-awareness & self-reflection	Being overly conscientious
Promotes curiosity and creativity	Feeling overwhelmed

The Stages of Writing

➤ A completed work goes through the following stages:

1. Free writing
2. Drafting
3. Rewriting
4. Editing
5. Finishing the work

What are the Challenges in Writing?

What are the Challenges in Writing?

- Lack of ideas
- Lack of subject knowledge
- Never-ending research
- Lack of confidence
- Language problems - Grammar
- Vocabulary problems
- Fear of spelling
- Tiredness
- Writer's block

Free Writing

- Free writing is a special kind of writing that works effectively only if you do it right. Here are a few tips:
 - Write without thinking or re-reading what you have written.
 - Write as fast as you can WITHOUT STOPPING.
 - Write anything you think of.
 - Don't worry about grammar, spelling, etc.

Free Writing - Extra Tips

- Don't stop for anything
- Go quickly without rushing
- Never stop to look back, or to cross something out
- Never wonder how to spell something, or doubt what word or thought to use, or think about what you are doing
- If you can't think of a word or a spelling, just use a squiggle or else write "I can't think what to say" as many times as you want;
- If you are not able to continue writing, just repeat the last word you wrote or anything else, over and over again
- Remember that you never stop while writing

Activity 3 – Free Writing

- Take up the challenge of free writing and write on the following topic:
- Imagine you are writing a diary; note down for 10 minutes what happened to you yesterday.

Deductive and Inductive Arguments

Deductive	Inductive
<p data-bbox="141 707 1059 895">It is Friday Marianne always wears jeans on a Friday, Therefore Marianne is wearing jeans.</p> <ul data-bbox="141 975 1059 1294" style="list-style-type: none">➤ The truth of their premises guarantees the truth of their conclusion➤ It is either good or bad➤ A good argument gives us conditional certainty	<p data-bbox="1122 707 2040 887">The sun has risen every day in the history of the universe Therefore the sun will rise tomorrow</p> <ul data-bbox="1122 975 2040 1161" style="list-style-type: none">➤ The truth of their premises makes the conclusion more or less probable➤ It is either weak or strong

Distinguish the Arguments: Deductive / Inductive

1. The sun is coming out so the rain should stop soon.
2. If Jane is at the party, John won't be. Jane is at the party, therefore John won't be.
3. The house is a mess therefore Lucy must be home.
4. Either he's in the bathroom or the bedroom. He's not in the bathroom, so he must be in the bedroom.
5. The dog would have barked if it saw a stranger. It didn't bark, so it didn't see a stranger.
6. No-one in Paris understands me, so my French must be rotten, or the Parisians are stupid.

Fallacies: Understanding where Arguments go Wrong

1. Affirming the Consequent
2. Denying the Antecedent
3. The Masked Man Fallacy
4. The Gamblers' Fallacy
5. The Fallacy of Undistributed Middle
6. Amphiboly
7. Equivocation
8. Straw Man
9. Slippery Slope
10. Begging the Question

Structuring your Case

Introduction

- Introduce the case

- Outline your main arguments

- Build your case with 3 to 4 arguments

Body

- Argument 1 – support with proof, evidence, examples, statistics, quotes

- Argument 2 . . .

- Argument 3 . . .

Conclusion

- Summarize your main arguments

Activity 4 -- Write and Speak

Free write on the topic given in the next slide (7 minutes)

Each team debates on the topic (Preparation 10 minutes)

Speaker 1 proposes the case -- 1.5 min

Speaker 2 opposes the case – 1.5 min

Rebuttal by the class -- 1 min

Activity 4 -- Debate for 1.5 minutes on:

1. Work from home has its advantages
2. Technology is making man less human
3. Poverty can be eliminated
4. Technology is increasing unemployment rates
5. India's increasing population is a boon
6. Abortion should be banned
7. People should have a basic universal income
8. Social media has improved human communication
9. Plastic should be banned
10. Reality shows on the TV are harmful to the society
11. Vaccination should be mandatory
12. All cars should be electric

Critical Thinking and Academic Writing

- Academic writing
 - Descriptive writing (remembering, understanding and applying)
 - Critical writing (analyzing, evaluating and creating)
- Critical writing
 - Needs critical reading
 - Is evidence-based
 - Builds an argument
 - Requires the right balance of criticality
- Questioning for critical writing -- Evidences and arguments
 - Analyzing: Explore reasons, relationships and possible alternatives
 - Evaluating: Consider the implications, conclusions and recommendations
 - Creating the argument: Synthesize evidences from multiple sources to create the argument

Conclusion

- Critical thinking and creative writing
- Introduction to critical thinking
- Benefits and barriers to critical thinking
- Critical reasoning: Deductive and Inductive arguments
- Inferential comprehension
- Critical thinking and academic writing

What did you learn today?

1. Discuss for 2 minutes on what you learned in this class
 - From your teacher
 - From your peers
2. Make a 1-minute presentation (1 from each group)

References

Critical Reasoning for Beginners <<https://podcasts.ox.ac.uk/series/critical-reasoning-beginners>>

Let's get critical: a practical guide <<https://subjectguides.york.ac.uk/critical/home>>

Thank you

Divya John