ENGL 119 — Communications in Math and Computer Science

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1   Communication

This class will primarily focus on

- selecting the right information

- choosing the right words

- organizing and presenting this information

When communicating, it is important to take into account the **audience**, **purpose**, and **context**. The audience and purpose are mostly self-explanatory, and the context deals with everything else: the surrounding circumstances, situation, medium of communication, et cetera.

Failures in communication are often the result of having poor coherence, disregarding conventions, or being insensitive to professional expectations.

2   Interview Skills

The three skills to develop in order to increase your chances of cussess in an interview are:

- the *content* of your responses

- the clarity of *expression* of your responses

- your *manner*

When dealing with content, you should be prepared to speak about your past performance in order to prove the claims you are making for yourself. In addition, you should try to anticipate the kinds of questions you may be asked by researching the company and the job position.

More specifically, you should mention examples of how you have contributed to a project, worked under pressire, demonstrated creativity, resolved conflict or solved problems, organized work, and prioritized or delegated responsibilities.