# Academic language Support for Computer Science

## session 1 – analysing asssignment instructions and conducting meetings

### session overview

The aim of this session is to develop skills to analyse instructions and conduct formal meetings, we will:

* Practise finding information on VITAL
* Practice analysing assignment instructions
* Develop skills to make notes on assessments
* Develop skills to conduct formal meetings

### navigating vital

1. On the COMP208 VITAL page, search for:
   1. The documents you need to submit
   2. Potential project ideas
   3. Detailed information about the project

### analysing assignment instructions

1. For COMP 208/214/215/216, you will be asked to work on a project in groups. Skim pages 1-4 of the General Course Notes and section 2.4 on Teams and discuss the following questions in pairs:
2. What does the project involve?
3. How are the groups formed?
4. Why do you think it has been designed as a group project?
5. Do you have any previous experience of working on a similar group project? How was it?
6. What are the potential benefits and drawbacks to working in a group?
7. Read section 2.2 (The Software Required) and the Group Project Ideas link on VITAL and answer the following questions:
   1. Where can you find examples of previous project titles?
   2. What are the criteria for the type of software you can produce? What does ‘trite’ mean?
   3. Why do you think these criteria have been put in place?
   4. Do you have any ideas about the type of software you would like to produce? If so, why have you chosen this?

### making notes on assessment details

1. The assessment will comprise of a series of reviews. Use the ‘General Purpose Notes’ document to make notes on the various assessments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment No** | Title | Mark % | Assessment tasks involved | Documents to be submitted & deadlines |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

### critical discussion / analysing the assignment

* What do you think will be the main challenges in carrying out the project? Why?

### conducting meetings

1. Read section 3.5 about conducting meetings and answer the following questions:
   1. How often are you expected to hold meetings?
   2. What are the roles of the chair and the secretary?
   3. What is an agenda?
   4. What are minutes?
2. In groups, write down some advice for conducting successful meetings

|  |  |
| --- | --- |
| Dos | Don’ts |
| **Video on conducting meetings:**  [**https://www.youtube.com/watch?v=e3a0KbM5p9A**](https://www.youtube.com/watch?v=e3a0KbM5p9A) |  |

1. Listen and compare it to the advice in this video. Make notes below:

### useful language – chairing a meeting

1. Listen to the meeting and tick the expressions you hear below:

|  |  |  |
| --- | --- | --- |
| **STARTING**  Okay, let’s get started, shall we?  Right, can we start, please?  Okay let’s get down to business. | **DEALING WITH INTERRUPTIONS**  Could you let him finish, please?  Could you just hang on a moment, please? | **SLOWING DOWN**  Hold on, we need to look at this in more detail.  I think we should discuss this a bit more. |
| **SETTING OBJECTIVES**  The purpose of this meeting is…  The aims of this meeting are… | **KEEPING TO THE POINT**  I’m not sure that’s relevant.  Perhaps we could get back to the point. | **SUMARISING**  Okay, let’s go over what we’ve agreed.  Right, to sum up then. |
| **ASKING FOR REACTIONS**  How do you feel about…?  What do you think? | **SPEEDING UP**  I think we should move on now.  Can we come back to that? |  |

### speaking - conducting a meeting

1. Practice conducting an initial meeting on the project.
   1. Prepare an agenda.
   2. Assign the roles of chair and secretary.
   3. Conduct your meeting.