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- Document your achievements

→ After Thesis Submission

- Thesis is sent to reviewers selected by committee
- Wait for reviews
- Loop for revisions and submissions

* Thesis Defense

- Presentation + oral
- Follow the guidelines
- Dress properly
- Have a back-up pen-drive, CD-rom, laptop in case things fail in the exam room.
- Sleep for 8 hours in the previous night and be calm and show enthusiasm in the presentation.
- Do not give up on qn you do not know - try to derive the answer.

A Expectation of Examiners in Thesis Defence

- Maintain Time
- A good understanding of the main subject
- A good understanding of the problem and related areas
- Aware of the literature, esp. the recent papers
- Understanding of the result obtained
- Aware of contribution

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Conference

- to get knowledge
- Most importantly, for networking

Which Conference?

- Popular and famous in your subject
- Held in a Top Institute / organization
- Held in a nice place with good hotels, or guest houses
- Good sightseeing or where your friends live
- Organized by famous, high-quality societies like IEEE, ACM, SPIE, ...
- Being held at a regular frequency over several years.
- Low acceptance rate = high-quality

Don't Go to

- low quality conferences
- Held in a bad place
- Conference in a college or university you don't care or have not heard about.
- Conferences w/o review

* Conference Papers

Immediate notification of your work to a peer group

- Your activity
- Progress report
- Advertisement of your capability etc.

* Submitting a paper to a conference

- Follow their instructions
- Fill out the forms
- Maintain Deadlines
- Extended abstract (word limit or page limit)
- 2-4-6 page paper with figure etc
- Revise following Reviewer's comments (only after)
- If accepted submit a camera-ready paper
- Pay registration fee (look for discounts)
- Maintain Deadlines

* Conference Paper structure

- Title
- Authors with Address
- Abstract
- Keywords for indexing
- Introduction
- Body → Theory, Your Method, Results (MRD)
- Conclusion
- Acknowledgement
- Appendix with long derivations
- References

Topic
Date

* In the Conference

- Register (Pay the fee)
- Collect Badge / name tag, bag ...
- Wear the badge all the time in the venue
- Find the date, time and location of your presentation
- Meet the session chair, introduce yourself.
- DO NOT BE ABSENT

* In a Traditional Conference

- Attend talks
- Get Ideas
- Meet important Researchers / Famous Names
- Meet Peers
- Develop contacts
- Do not give out your good ideas

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→ In the Conference

- 4-6 talks in one session of 2-2.5 hours
- 15-30 min time for your talk (if accepted for oral PRESENTATION)
- Be careful about own laptop, Better to use their computer laptop.
- Load your presentation file well before your talk
- Observe time limit strictly
- Stay back to interact / answer questions
- Do the sight-seeing etc. afterwards

→ Oral Presentation

- Preload your slides in the conference's computer
- Become familiar with the room
- Maintain the time limit
- Follow all the rules and tips for presentation
- Not much time - focus on your problem and your ^{literature} (Do not talk much about history of basic problems)
- Answers after the talk - short and sweet
- Be enthusiastic

→ Poster presentation

- A poster 0.75 m x 1m approximately fixed on a display board
- Author stays nearby
- If any viewer asks - either explains or goes to a few, more intimate
- Poster must attract
- Poster must be easy to read
- Poster must be self-explanatory
- Poster must tell all the good things about your work

→ Tips for Poster Presentation

- Tailor the poster according to the Audience
- Organize your content
- Follow all Guidelines, time allotment etc.
- 1 picture = 1000 words. Have clear figures
- No extra decoration
- Good contrast
- Proofread and get checked by friends before
- Include your contact Info (e-mail-id)
- A short pitch and a 5-min Pitch

→ Writing the Abstract

- Most challenging to write
- Write after finishing the main paper, report, thesis
- Maintain word limit
- No eqn, figure, table or acronym
- Must contain
 - Your Problem in words
 - Each major contribution in words
 - Each major result in words

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Date

* What to Review

- All Technical Documents:
 - Thesis, Papers, Reports, Memos, Minutes, Proposals, ...
- All Presentation Materials:
 - Slides, Posters

* Reviews are absolutely important for

- Correctness of technical writing and presentations
- Effectiveness of ...
- Overall Quality of ...
- Guiding your juniors ...
- Guiding your Friends
- Guiding your Students

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→ Need for Reviews

- Constructive criticism or reviews → Improvement
- Else → Mediocrity or poor quality

* Types of Reviews

- Peer review (by colleagues)
- Editorial review (by colleagues, editors, guides)
- Technical review (by experts, guides)
- Managerial review (by supervisors, bosses)

* Basic Requirements for a Reviewer

- Fair
- objective
- unbiased
- Truthful
- Honest
- constructive
- Helpful to Author



Peer Review

- When requested by a colleague or friend
- Start by praising all good aspects of a document/presentation
- Spend time on what the colleague asked you to look at
- Focus on helping the author to improve organization and content rather than mundane things like typos, etc.
- Do not criticize, Make suggestions how to solve problems you find in the document/slides.

(2)

Editorial Review

- Done for improving the readability of documents.

Point out

- Lack of clarity
- Inappropriate material (for a given audience/grade)
- Weak organization
- Format Inconsistencies
- Paragraph structure
- Weakness of style
- Grammatical errors, punctuation, spelling -
- Misuse of Units, Acronyms, Citations
- Errors in numbering

(3)

Technical Review

- For improving the accuracy or correctness
 - Is the problem addressed one that
 - Does the document solve the problem it sets out to solve?
 - Are the methodology and general practice technically sound?
 - Does the research lead to other important questions?

(4)

Managerial Review

To ensure

- the documents/ presentations reflect the objectives or policies of the organization
- Appropriate style and language
- Protection of organization's IPR and interests
- Proper drafting and approvals.

Business Communication

→ Business Writing

- Memos
- Emails
- Reports
- Meeting Agenda
- Letters
- Proposals

→ Person-to-person communication

→ Business Writing

- Information sharing
within the org.
- Notice
- Memo
- Email
- Internal Reports
- Meeting Agenda
- Meeting Minutes
- Social Media

- Information sharing
outside the organization.
- Business letters
- Emails
- General reports
- Proposals
- Social Media

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- In exam
- No bulletts
- Use paragraphs,
too long paragraph X
- concise
(to the point)
- ← Sentences
(Tense, voice)
(No phrases)

* Business Writing

→ Info. sharing

- What info
- Who are the recipients / readers
- Why

* Goals of Business Writing

- Convey Info.
- Call for Action
- Explain or Justify an Action

* Business Writing Tips

- To the point, clear, Not wordy
- Short sentences, Active voice
- Short paragraphs
- Simple words
- Use the words "Please" and "Thanks"
- Proofread thoroughly
- Revise well before circulation

* Example of An office Memo

Hi everyone,

Be
specific,
n
1 to 2
sentences
only.

McLean
Tina
Tilly

bring
safety
manua
direction
OK
meeting

feel free to call for any question.

Thanks,
Lyla

29/11 [previous (nature) topic]

†

Manager in company,

Write a memo to your employee about promotion.

Hi ABC,

I Mudhavi Aghera, your ~~present~~ manager appreciate your contribution towards your previous project which benefited our company a lot. I can see that you are putting lot of efforts in our company's progress, and to acknowledge and appreciate it we have promoted you to XYZ level. Please collect your promotion letter from HR department.

Thanks,

Mudhavi Aghera

* Written Business Letters:

* Block Format

- Your address if not using letterhead
- Date
- Salutation - Dear Mr. X / Dear Ms. Y
- Body
- Closing - Sincerely, or Yours truly, ...
- Signature
- Enclosures (if any)

1. A clear, simple subject line.
2. Use standard format
3. Address your recipient formally, if outside.
4. Structure your message clearly.
5. Provide a call to action at the end.
6. A professional closing.
7. Proofread
8. Use carbon copy and blind carbon copy appropriately.

- Polite and formal
- Avoid personal emails from company ID
(Use "reply all" carefully)
- New Email threads for new topics
- No Emoticons.
- Consider the culture of the recipient
- Use virus-free and machine-independent attachments

* Business Reports

→ Front Matter

- Executive summary (1 page)

→ Background

Facts, Data and Key findings (Formal, objective, Based on Research) [MRD]

→ Conclusion

← Recommendations

→ References

→ Appendix

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* Meeting Agenda: call for a meeting

- Title

- Meeting type or Name

- Date and Time

- Venue

- Who should Attend

- Action items to be discussed / presented

- Preparation for the meeting (Attachments to read, to bring)

* Minutes of Meeting

- Title

- Meeting type or Name

- Date and Time

- Venue

- Attendees Present (quorum)

- Start time

- Action items discussed / presented / motions

- Decisions taken

- Time the meeting ended

- Signatures

→ Proof of the decision taken
in meeting.

* Business Proposals

→ Report with extras

- Some (new or novel) work to be done
- Benefits of the work
- Deliverables (what are the outcomes?)
- Time line (Gantt chart)
- Budget Estimate

* Corporate Internal communication

- Necessary for managerial / leadership posts
- Efficient flow of communication.
- Connect with all over online platform
- Improves the employee experience
- Increase inter-departmental cooperation
- Encourages Innovation

⇒ Many formats

- Emails
- Social Media (LinkedIn, ...)
- Memos
- seminar / presentation
- Report
- Meetings
 - Board room
 - Video
- Podcast / video.

* Personal social Media and your company.

- Do not use company's logo or banner in your social media or personal communication.
- Do not put anything confidential or proprietary of the company. Protect all IPR.
- Think before you post. If in doubt take permission.
- Remain responsible for words,
- Your online conduct, code of conduct, cybersecurity policy of the company.