

Communication Skills

⇒ Seven C's of communication:

1) Clear: - It had to known by receiver, like a language should be same.

2) Concise: ^ Avoid Continues talking, Exactly message should be send by sender to receiver.

3) Concrete: (Solid)

Should be correct enough. If you don't know it, you should not talk about

4) Cohesive:

Writing & talking^ topics, Not about some other info which don't necessarily:

5) Complete:

6) Courteous: be kind, polite while presenting.

"Not to say 'Truth', that is not good".

7) Concise:

⇒ Various Types of Communication:

✓ Written

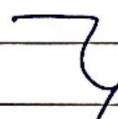
✓ Oral

✓ Visual

Body Gesture

Electronic

Printed and tape



One-to-one

one-to-many

Information

Language

Body Gesture

Information

Printed and tape

Written Communication:

→ Technical (Professional)

- Language
- Theorems & Proofs
- Examples
- Equations
- Figures
- Tables
- References

→ Creative (Personal)

- Language
- Images
- Sound pattern

Oral Communication:

→ Technical → Non-Technical.

- Visual aids
 - Charts
 - Slides
- Podium speeches.

Technical Communication:

→ Technical Writing

- Thesis
- Paper
- Report
- Memo
- Proposal

→ Tech. Presentation

- Progress report
- Viva
- Project review
- Seminar

General Rules:

- Technical Communication is an ART.
- Supervised Practice makes you BETTER.
- Writing and Presentation is for OTHER PERSON - not for yourself.
- Technical Writing / Presentation is for some GAIN.

Gain: MTech, PhD, Job, Project money, Promotion, Fame, Recognition, Award

Know / Understand the SUBJECT THOROUGHLY before writing / presentation, is good of habit -

NO CHEATING -

Speak the truth, Say nice things, Do not speak the ~~truth~~ truth that is not nice. (diplomatic)

Journal Paper:

elements

Post-depositing NEW work, SIGNIFICANT work

(Job Requirement in Teaching & Research)

Post Prestige, Reputation, Promotion, award

Journal, magazine, proceedings, book chapter

Paper:

• Printed version of others done -

- Journal records have = publishing -

- Magazines

- Conference Proceedings

• Presented in format =

conferences - abstracts / summary in proceedings -

• Internet

- PDF or HTML files in online journals / blogs

Journal Papers:

- Major Prestige

- Major Impact - spreading knowledge got -

certification & credibility major list mentioned -

→ What is a Journal? [Characteristics]

- Regularly Published
- Soft-bound collection of articles/papers
- Devoted to one subject
- High quality professional articles
- Each journal = own style

A team of Editors = well known professionals.

Journals	Magazine
- More Professional	- Not too Professional
- Start with I & continuous with every editions.	- Start with I with every editions.
- Review system: Rigorous reviewed	- Not thoroughly reviewed.

- Each Article is REVIEWED by 2-5 reviewers
- Reviewers = well known professionals selected by editors.
- Articles = Letters (1-3 pages)

= Reviews (invited & many pages)
= Invited or contributed articles

(8-10 pages)

- Identified by a volume no., issue no., page no., year

Archived in libraries according to volume numbers or year.

- Categories of Journals:

- Professional Society - IEEE, ACM, (Most Prestigious)
- Top International Publishers - Elsevier, Springer, Sage....
- Unknown/Little-known Publishers & Universities (Junk)

- Payment for Journals:

- Unpaid (if the final paper is less than N Pages)

- Prestigious

- Paid

- Not much prestige
- Quicker
- online PDF based

→ Which Journal?

- millions of Journals.

(i) choose:

- Journals published by well-known professional societies / publishers (IEEE, IET, ACM, AMS, SIAM, TETE, Elsevier, Wiley, Springer,....)
- Journals with a high Reputation
- Journals which we read & cite from
- Journals published regularly for several years

(ii) Avoid:

- Journals started last month
- Journals from unknown publishers
- Journals published in countries without well-known scholars
- Journals without review
- Journals that do not show the results of review.
- Journals that ask for money after acceptance
(Most journals asks for a fee if the paper after revision is longer than 8-10 printed pages.)

→ Journal Publication Process:

- Give the email from the Journal office with a manuscript number.
- Wait 2-8 months.
- Editor sends an email.
 - Acceptance
 - Rejection
 - Request for Revising with A set of comments from Reviewers,

- Revising:

- control your ego.
- Read comments carefully.
- make corrections & changes according to the reviewers' comments.
- Send back the revised manuscript and a POLITE letter where you write a response to EACH comment of every reviewer.
- More revisions (go back to the previous slide process)

- After Acceptance:

- A submission of the final revised version with large and high quality diagrams and photos.
- pay page-charges if too large a paper
- Wait
- Final corrections on the Galley proof of the paper (within 24 hours)
- Wait
- Paper PUBLISHED :-)

⇒ Rules of Punctuation.

- Common punctuation marks.

(i) Full stop:

- used at the end of a complete sentence.

- For abbreviation ex: etc. AM / PM (American Eng.)

= i.e.

a.m. / p.m (British Eng.)

e.g.

(ii) comma:

(iii) colon:

- use after a complete sentence to introduce a list of

- To elaborate on a statement. items.

(iv) Semi-colon:

- Help separate items in a list.

- In a place of full stop to separate two statements where the conjunction has been left out.

(v) Hyphen (-)

- compound adjectives, numbers:

- you add prefix to proper noun or number.

(vi) Capital Letters:

- To start languages, countries, Quotations, Day in the week,

Reading:

for your Body ← Food & Water
for your Mind ← Balanced Reading

- Books, Magazines, Journals, Newspapers,...
 - classic & Scriptures
 - Fiction; Non-Fiction,
 - Technical, Non-Technical,
- Read as much as possible
- Read Good books, magazines,
- Good Books gives you good knowledge and Power.
- No reading - weak mind - No Deep Thinking -
No innovative ideas - No Research on Poor Quality Research
- No on Poor quality publication
- Read with a Notebook & Pencil (Electronic → Xournal+)
- Read slowly and consult a Good Dictionary (English-English or English-Mother tongue.)
- Use underlined Underlining or write Notes in the Margin.
- Derive the Equations (2), (3), ... to Verify the Theory.
- Simulate the Experiments to verify the Results in the Books or Papers.
- Read English Books, Journals, Magazines, Newspapers

Pay attention to - style

- Paragraph Structure
- Sentence Structure
- Words
- Grammars...

→ Read & Think & Understand.

→ Write a Summary on What you Understood (zotero).

④ Listening:

⇒ Effective Listening:

- Important part of Oral Communication.

- Listen with Full Attention

- Take notes:

- Meetings with Supervisor, Boss, Seminars, Group meetings, classes,...

- Listen to Remember

- Listen and then Act

- Maintain Eye Contact - Same horizontal level

- Use Appropriate Gestures

- Ask a few Pertinent Questions and Make simple comments

- Be Non Judgmental

- Remain calm

- Do not provoke nor argue with the speaker

- Don't try to Show off yourself

- Don't take any hasty decision while listening

- It is an ART.

- Practice carefully

- People appreciate a patient listener.

⑤ Writing in LaTeX:

- LaTeX → Macro for typesetting markup language TeX.

- TeX is the best type setting language for scientific document (xml/html, docbook, mroff.)

- TeX use metafont for drawing.

- First line = \documentclass [LATEX] {\article}
- Then a series of prepackaged modules are called
 - \usepackage {amsmath}
 - \usepackage {hyperref}
- \title {\document title}
- \author {\your name \\ DAIICI, Gandhinagar...}
- \begin {\document}
 - \maketitle
 - \your text etc...
- \end {\document}

→ Advantages ..

- Made for Technical documents with Equations, Tables, Figures, References.
- Large packages available
- Default typesetting for most top journals and universities
- Very high quality
- Automatic numbering of equation, figures, tables & dimensions, footnotes, sections, pages.
- Cross referencing is easy
- Environment flexible & powerful.