Wk Weekly Topic & Assignment

11

Mar 20

To

Mar 25



Applying persuasive Communication

1) What is persuasive communication

- 1) Perhaps one of the most valuable skills in the world.
- 2) Positive, unwavering energy.
- 3) A means of opening doors.

It takes time to mature!

- 4) Sincerity and more sincerity with empathy.
- 5) Are target audiences' needs being met?
- 6) Use of admiration and respect to build trust.
- 7) Carefully designed messages to influence thinking.
- 8) Properly! Pronounced words, usage, facts, and statistics.

2) What isn't persuasive communication

- a) Getting your needs met.
- b) Unplanned communication.
- c) Not leading by example.
- d) Poor dress, mannerisums.
- e) Claptrap, browbeating, strong-arming, snake oil.
- f) In-authentic self, beliefs, and motives.

CAN YOU TEACH ME HOW TO BE MORE PERSUASIVEF WHAT'S IN IT FOR ME?

3) The mechanics and process

- Orient yourself around the needs of others.
- display abundant patience and support.
- supply validation when possible.
- Display unwavering positive energy.
- identify yourself with prestigious institutions and people.
- preserve your image by avoiding socially unacceptable behavior.
- pay close attention to your appearance and presentation.
- use language that especially relates to your audience.
- cite data and statistics only when they're accurate.
- mirror your audience's needs, hopes, and aspirations.

4) Writing persuasive problem solving

Templated writing techniques help you quickly focus on your content. JAM for each category to generate your substrate. Then weave and clean a final product. Set a timer for 20 minutes to complete all template categories.

• If you don't have a template, research, phone a friend, email a professor.

Use kernel sentences: simple, declarative, active sentences (N.Chomsky)
Use of clear and concise language that is free of jargon and technical terms focuses
the reader. Use the template category to guide construction. Some persuasive
problem-solving requires technical terms but emphasizes the verb action phrase.

- A. I share your vision.
- B. We're on our way.
- C. Bob, you are among the most creative managers I've met.
- D. John's performance is abysmal.
- E. Cafeteria caloric rich food must go.
- F. Working together means solving smartly.
- **G.** Improve performance by ensuring no defects.

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5. Template: Persuasive problem solving

- 5.1. Know your audience: Tailor your message to the needs and interests of your audience. Understand their perspective and use resonating language.
- 5.2. Use emotional appeals: Use expressive language and storytelling to connect with your audience. Persuade people with messages that evoke strong feelings.
- 5.3. Provide evidence: Use data, research, and other evidence to support your arguments. Build credibility to make your message more persuasive.
 - 5.3.1. Use social proof: People are more likely to be persuaded if others have already adopted your position. Use testimonials, and case studies to demonstrate the effectiveness of message.
- 5.4. Address objections: Acknowledge and address any complaints or counterarguments your audience may have. Illustrating you understand their concerns and have taken the time to consider alternative viewpoints.
- 5.5. Call to action: End your message with a clear call to action. Tell your audience exactly what you want them to do and provide a sense of urgency to encourage them to take action.

5.1) presuasive problem solve - cafeteria healthy food task) wk.11.persusasion.techniques.pdf write for sections 5.1,5.3,5.4

Scenario: The university cafeteria only offers a limited selection of healthy food options, and many students have complained that they are not able to find healthy and affordable meals on campus.

example Dear [Cafeteria Manager],

As a student at this university, I am concerned about the lack of healthy food options available in the cafeteria. Many students are struggling to find affordable and nutritious meals on campus, which is negatively impacting our health and well-being.

I believe that offering a wider selection of healthy food options would not only benefit the students but also the university as a whole. Healthy eating is proven to improve academic performance, boost energy levels, and reduce stress, all of which are important for the success of students.

Providing a wider selection of healthy food options may require additional resources and investment, but I believe that it would be a worthwhile investment for the university. It would not only improve the health and well-being of students but also help to attract more students to the university.

Consider the importance of healthy food options and take action to improve the selection in the cafeteria. Thank you for your attention to this matter.

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6. Template: Performance review

- 6.1. Collaboratation between the employee and the manager. Be open to feedback and encourage employees to share their thoughts and ideas.
- 6.2. Objective evaluation: Start by providing a balanced and accurate evaluation of the employee's performance. Use specific examples and data to support your assessment, and avoid making subjective judgments.
- 6.3. Strengths and weaknesses: Discuss the employee's strengths and weaknesses constructively and supportively. Provide examples of how they have excelled and areas where they can improve.
- 6.4. **Goals** and **expectations**: Review the employee's goals and expectations, and evaluate their progress towards achieving them. Suggest how they can continue to develop and grow in their role.
- 6.5. Recognition and praise: Recognize and praise the employee's accomplishments and contributions to the team. Be specific and highlight how their efforts have positively impacted the company.
- 6.6. Areas for improvement: Offer constructive feedback on areas where the employee can improve. Be specific about what actions they can take to improve, and offer resources or support to help them achieve their goals.
- 6.7. Development plan: Work with the employee to develop a plan for their professional development. Identify areas where they can grow and set specific goals for improvement.
- 6.8. Wrap-up: End the review positively, highlighting the employee's strengths and contributions to the company. Offer support and encouragement as they continue to grow and develop in their role.

6) performance review - computer scientist new hire not meeting their expectations task) wk.11.persusasion.techniques.pdf write sections 6.1,6.3,6.4

Scenario: John is a newly hired computer scientist who has been working at a software development company for the past six months. However, his performance has been subpar, and he is not meeting the expectations set for his role.

Example ----Dear John,

I wanted to take this opportunity to discuss your performance over the past six months. Unfortunately, I have observed that you are not meeting the expectations that we had set for your role as a computer scientist. Specifically, I have noticed that your work is often incomplete or not up to the quality standards that are required for our projects. You have missed deadlines, and your coding has required significant revisions from other team members. As a result, your work has caused delays in project timelines and additional workload for your colleagues.

I would like to work with you to address these issues and help you improve your performance. To that end, I would suggest setting clear and measurable goals for your work and establishing a plan to improve your skills and knowledge in areas where you are struggling. I would also recommend seeking feedback and guidance from other team members to help identify areas for improvement.

I understand that adjusting to a new role can be challenging, but it is important that you meet the expectations set for your role as a computer scientist. I am confident that with the right support and effort, you can improve your performance and become a valuable contributor to the team. Please let me know if you have any questions or concerns, and I look forward to working with you to improve your performance.

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a) John's performance is abysmal.

7. Template: Letter of Recommendation

Remember to be specific and provide concrete examples to support your recommendation. It is also essential to be honest, and only recommend someone if you genuinely believe they are qualified and deserving of the opportunity.

- 7.1. **Introduction:** Start with an introduction that states who you are, how you know the person you recommend, and your relationship with them.
- 7.2. **Qualifications:** Briefly describe the capabilities of the person you are recommending. Include education, work experience, skills, and accomplishments. Be specific and provide examples.
- 7.3. **Personal Characteristics:** Discuss the individual characteristics of the person you are recommending, such as work ethic, ability to work in a team, communication skills, leadership qualities, and any other relevant traits that make them stand out.
- 7.4. **Accomplishments:** Highlight any specific accomplishments or achievements of the person you recommend.like awards, publications, successful projects, or any other notable achievements.
- 7.5. **Comparison:** If possible, compare the person you recommend to others you have worked with or know of in the same field. Provides context and further emphasizes their strengths.
- 7.6. **Conclusion:** End your letter by summarizing your overall recommendation. Include contact and inform willingness to provide more information.

7.7.

7) Letter of recommendation for a computer scientist

task) wk.11.persusasion.techniques.pdf write sections 7.1.7.3.7.4

Scenario: John is a computer scientist who joined our company last year. He had a great academic record and we were excited to have him on board. However, over the course of his first year, we noticed that he seemed easily distracted and wasn't performing up to his potential. Despite several attempts to address the issue, his work continued to suffer and we were forced to let him go at the end of his first year.

Example ----Dear Hiring Manager,

I am writing to recommend John, a computer scientist who worked with us for one year. During his time with us, John demonstrated a strong understanding of computer science concepts and had an impressive academic record. However, despite his initial promise, we noticed that John seemed easily distracted and was not performing up to his full potential.

Despite our efforts to address the issue and support John in his role, his work continued to suffer and we were forced to let him go at the end of his first year. However, we believe that John has the potential to be an excellent computer scientist and would be an asset to any team that can provide him with the appropriate support and guidance.

In summary, I highly recommend John for any computer science position that requires a strong understanding of computer science concepts and a willingness to work hard to improve. If you have any further questions, please do not hesitate to contact me.

