

# COMMUNICATION SKILLS HOW TO BE CLEAR

Nicoletta Di Blas - Introduction

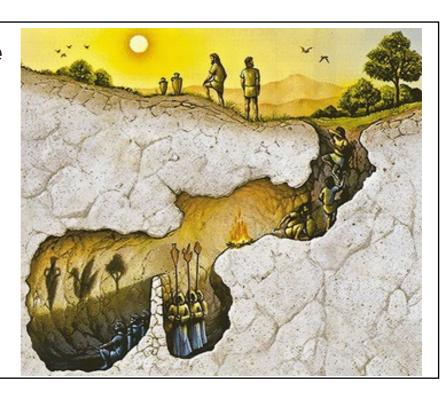
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### What this «input» is about

- Communication skills
  - How to be clear
    - How to organize communication
    - How to take into consideration the "common ground" (mutually shared knowledge) between the interlocutors
    - How to tighten your wording to enhance clarity
    - How to identify the key messages

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#### Plato's cave



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#### **Materials**

- □ Slides in we-BEEP
- □ MOOC on Coursera:
- https://www.coursera.org/learn/communicatio
  n-skills-for-engineering-scholars

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#### Assignment & Evaluation

- Assignment: write the abstract of a given paper targeting a given "persona"
  - e.g. a manager with a background in economics
- Evaluation: jointly performed by prof. Tanca (on the content) and prof. Di Blas (on clarity)
- One week before the exam
- □ Pass/Non pass score

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#### Organization

- □ Lesson 1: theory
- □ Lesson 2: exercise
- Lesson 3: exercise (simulation of the

assignment)

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## **END**

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