

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/communication-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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