| **Week** | **Topic 1** | **Topic 2** | **Topic 3** |
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| 2 | The art of rhetorics | Demonstrate how to ask a good question, and why | The differences between linear and transactional communication models |
| *Name:* | *Name:* | *Name:* |
| 3 | Best practices when including data in your narrative | What are the elements of a good story? | How to capture an audience |
| *Name:* | *Name:* | *Name:* |
| 4 | Different narrative structures for different reports | Richard Mayer’s learning principles | Key elements for presenting data in a presentation |
| *Name:* | *Name:* | *Name:* |
| 5 | Quarto vs RMarkdown: Key differences | Writing Markdown for reports and slides | Web directories and servers |
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| 6 | Which statistics should you present? | Key elements of a good table |  |
| *Name:* | *Name:* |
| 7 | Choices of plots for different purposes | Importance of unifying visual elements in a plot | Different graphics libraries for producing plots |
| *Name:* | *Name:* | *Name:* |
| 8 | How are web pages styled? | Writing in HTML vs PDF vs docx | Benefits of using Quarto for scientific writing |
| *Name:* | *Name:* | *Name:* |
| 9 | Basic elements of good function documentation | Key roxygen elements and their purpose | R Package structure |
| *Name:* | *Name:* | *Name:* |
| 10 | Why should we use a dashboard? | Reactive programming and shiny | Deploying web applications |
| *Name:* | *Name:* | *Name:* |
| 11 | Communicating with code: Key concepts | Workflows for deploying package documentation | How is code documentation part of communication? |
| *Name:* | *Name:* | *Name:* |
| 12 | How do we ensure we can find information quickly? | Challenges of data governance when communicating | What are our responsibilities when publishing mass communication? |
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