Technical Communication for Computer Scientists

Yu Yang

Oct. 23, 2020

Learning Objectives for Today

- Review of Assignment 1
- Discussion of Assignment 2
- Teamwork
- Teamwork Game

Assignment 1

- Grades are sent to your emails
- Common issues
  - Only a pdf file instead of an email
  - Not “friendly” email format
    - Do not use “Section” in an email -> paragraphs
    - Spacelines between the main components
    - Same font; be bold only when necessary
  - Missing signature

Hi/Dear Mrs./Ms./Mr./Dr./Professor NAME,

I am a student for the course Technical Communication for Computer Scientists. Please kindly find the following information for assignment 0.

- Name: Yu Yang
- Student ID: 20201016
- Email Address: newsyangy@gmail.com
- My expectation for the class: improve my presentation skills
- Personal Interests: Photography, Basketball
- Photo: Please see the attached file

Best regards/Sincerely/All the best,

Yu Yang
Student of English Class
Software College, Northeastern University
newsyangy@gmail.com

Assignment 2

- Teamwork: same grades for all the members
- Topics
- **Executable** Solution
- Thorough research:
  - What is the solution on the market?
  - Anything new in your issue?
  - Working process? The deliveries in each stage?
  - How many stuff? Market salary for stuff?

SKILLS
GOAL
VISION
COMMUNICATION
TEAMWORK
?+=!
CREATIVITY
RESEARCH
COLLABORATION
LEADERSHIP
makegreengogreen.com

What is a team?

- A team is a group of individuals, all working together for a **common purpose**

- Group VS Team

mccoyderek.com

What is teamwork?

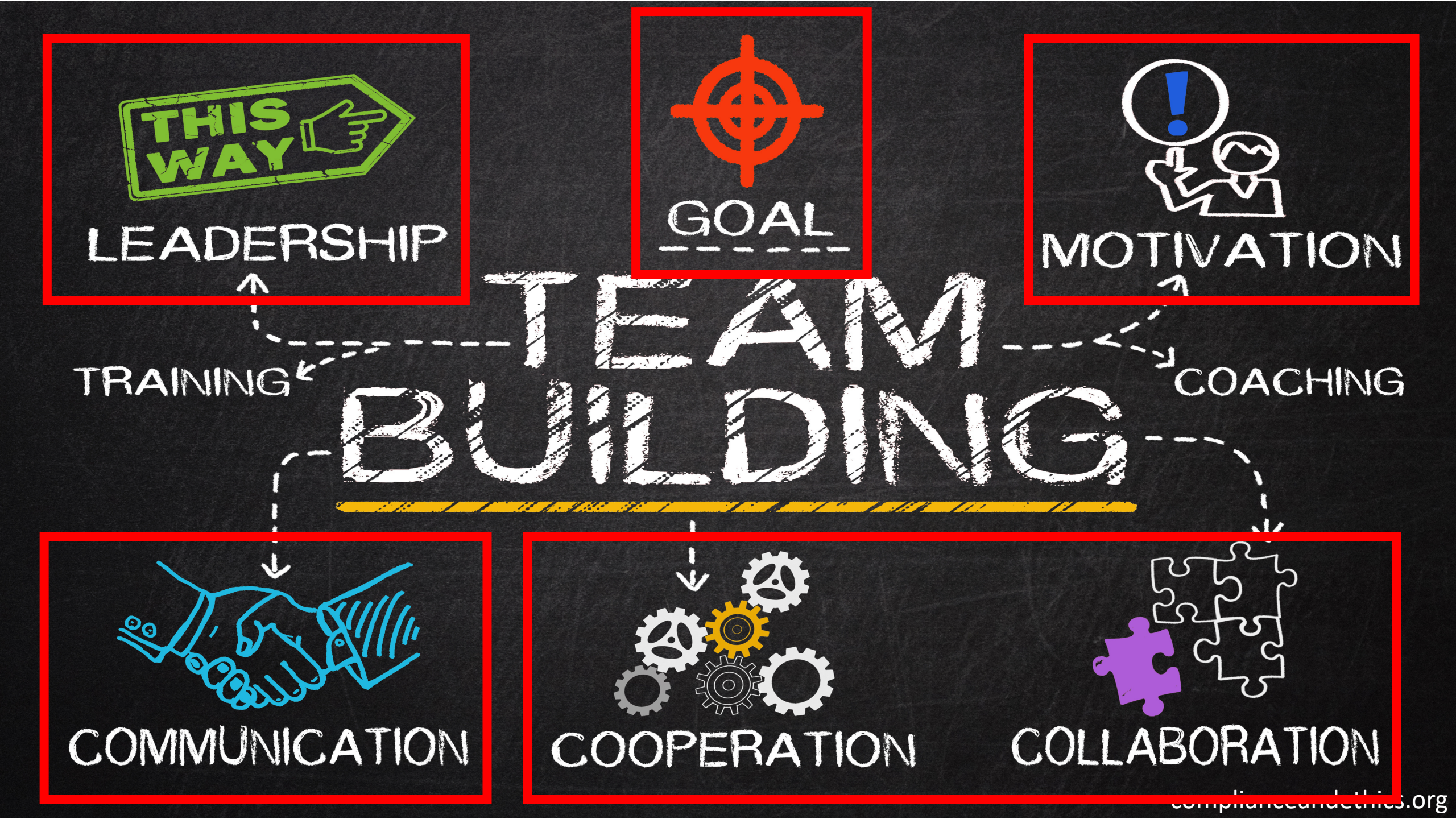
- Teamwork is when **two or more individuals** work together **cohesively**, towards a **common goal**, creating a **positive** working atmosphere, and **supporting** each other to **combine** individual **strengths** to enhance team performance.

58% of people say they trust strangers more than their own boss.
- Harvard Business Review

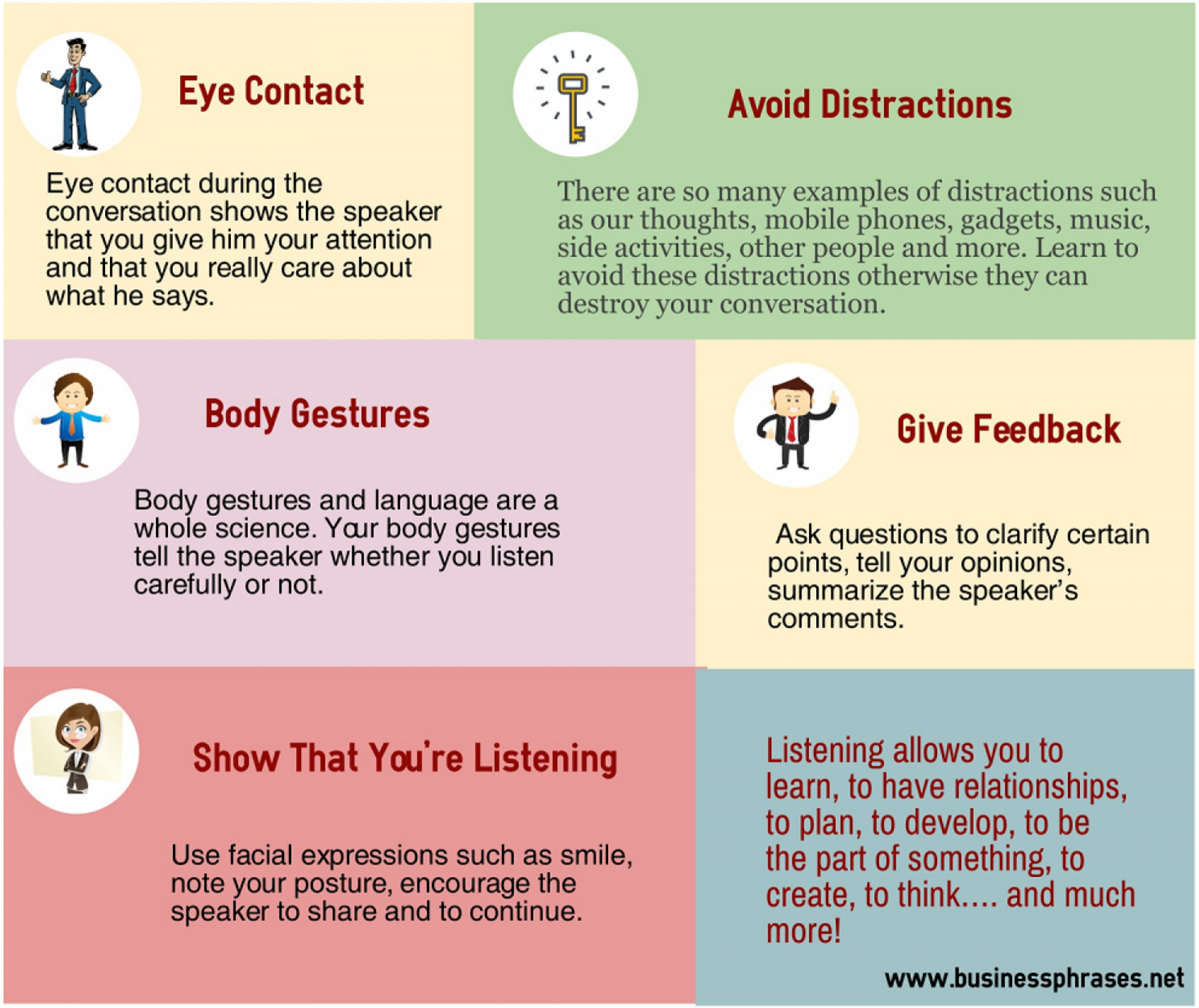
53% of Americans are currently unhappy at work.
- Conference Board

Secrets of Successful Teamwork

- Equal Conversation
- Social Sensitivity
- How to treat each other
- Psychological Safety


THIS WAY
LEADERSHIP
GOAL
MOTIVATION
TEAM BUILDING
TRAINING
COACHING
COMMUNICATION
COOPERATION
COLLABORATION
complianceandethics.org

Active Listening



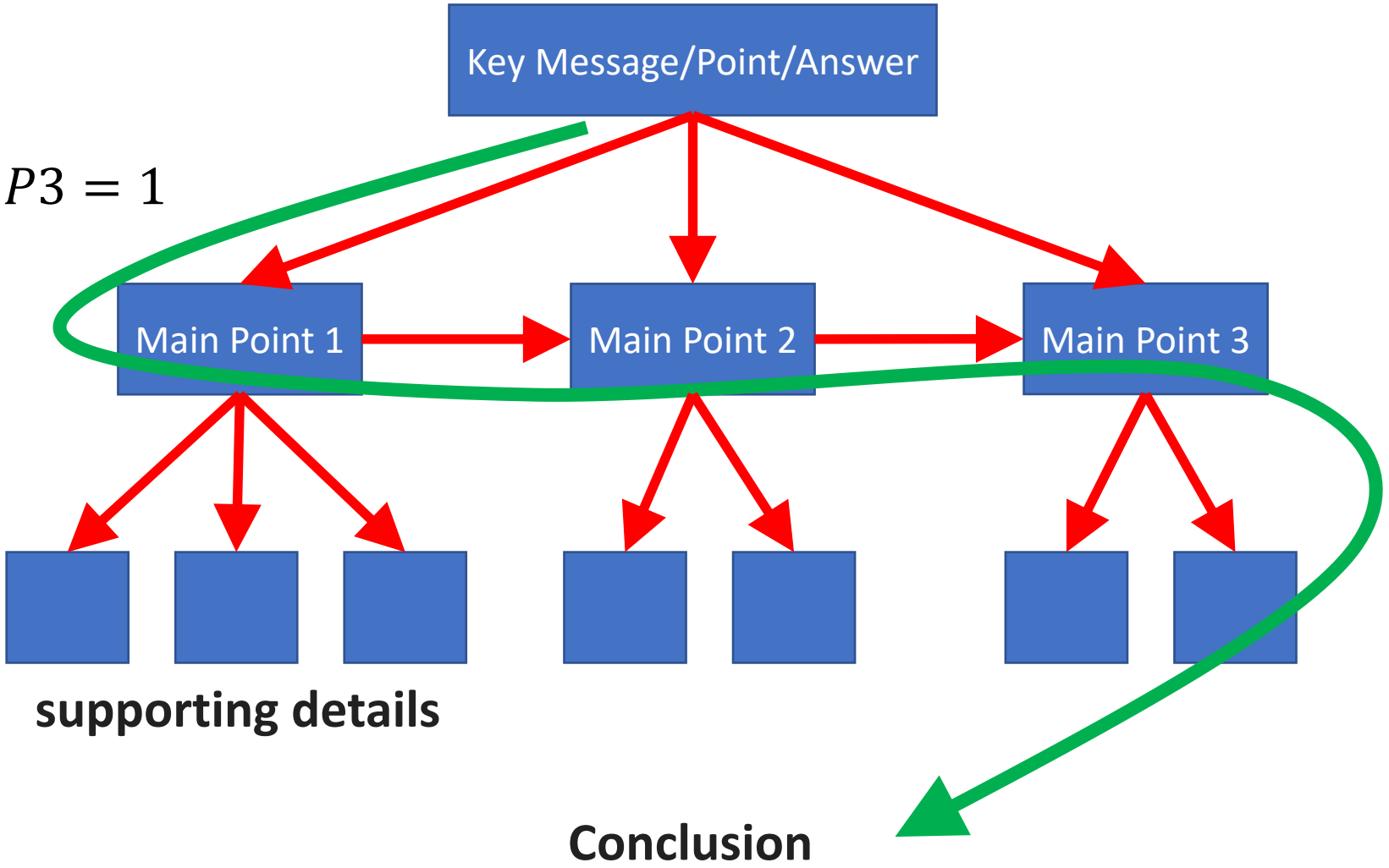
MECE:
Mutually Exclusive
Collectively Exhaustive

$$P1 \cap P2 = \emptyset$$
$$P1 \cap P3 = \emptyset \qquad \mathrm{P1} \cup \mathrm{P2} \cup P3 = 1$$
$$P2 \cap P3 = \emptyset$$

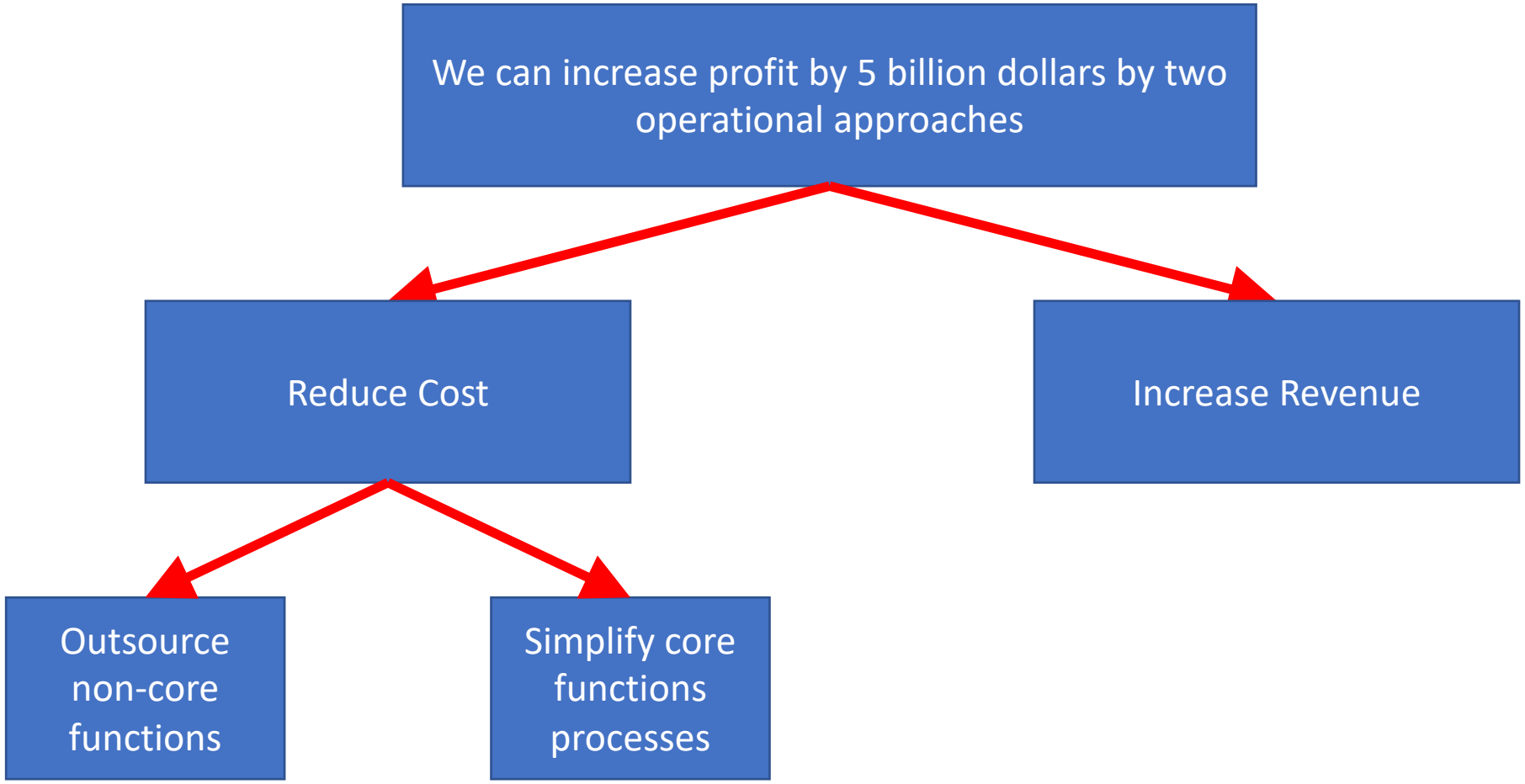
Logical Speaking

The Pyramid Principle
- Barbara Minto

Pyramid Structure



How can we increase profit of the company?



Teamwork: Guess who you are talking about

- Each team thinks about one famous person (keep secret)
- Thinking about 8 statements about this person
- In each round, speak out one statement
  - Then other teams guess the name this person
  - Type “G2: get it” in the chat box to determine the answering order.
  - One guess for each team in each round
- Scoring:
  - For the host team:
    - The more rounds other teams take, the higher score you get (0,1,2,…,7, 0)
    - If no other teams make the right guess, then you will get zero
  - For the guessing teams:
    - The less rounds you use, the higher score your team get. (8, 7, …, 1, 0)

Goal

Collaboration

Communication

Team performance

Send me the name after 5 minutes: G1 - Michael Jordan