# Communication Resources

**By:**
The Cain Project in Engineering and Professional Communication

# Communication Resources

**By:**
The Cain Project in Engineering and Professional Communication

**Online:**
< http://cnx.org/content/col10554/1.2/ >

# C O N N E X I O N S

Rice University, Houston, Texas

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# Chapter 1

# General Communication Resources[1]

The Cain Project in Engineering and Professional Communication at Rice University (1999 to 2008) produced materials to support instruction in group/team communication, writing, oral presentations, and visual design in engineering and natural sciences courses at Rice University. The general materials on these topics are grouped in four collections on Connexions, shown below.

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

You may also wish to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

**The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.**

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# Chapter 2

# Group or Team Communication Resources[1]

Many university courses require team presentations and collaborative reports. The materials listed below offer brief but salient advice on how to succeed with such assignments.

- Collaboration and Learning: Managing Groups[2]
- Group Leader Handbook[3]
- Guide for Team Presentations (Civil and Environmental Engineering)[4]
- Guide to Interpersonal Communication (Civil Engineering)[5]
- Basics of Negotiating: Based on the Harvard Negotiation Project Principles[6]
- Managing Conflict in Teams: Switching to Successful Negotiation[7]
- Sample Chemical Engineering Student Team PowerPoint for Analysis[8]
- The Business Climate for Engineering Communication[9]

You may also wish to consult more general resources on communication:

- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

You may possibly wish to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)

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[1]This content is available online at <http://cnx.org/content/m17248/1.2/>.

[2]"Collaboration and Learning: Managing Groups" <http://cnx.org/content/m16597/latest/>

[3]"Group Leader Handbook" <http://cnx.org/content/m15920/latest/>

[4]"Guide for Team Presentations (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m15942/latest/>

[5]"Guide to Interpersonal Communication (Civil Engineering)" <http://cnx.org/content/m17115/latest/>

[6]"Basics of Negotiating" <http://cnx.org/content/m16047/latest/>

[7]"Managing Conflict in Teams: Switching to Successful Negotiation" <http://cnx.org/content/m15934/latest/>

[8]"Sample Chemical Engineering Student Team PowerPoint for Analysis" <http://cnx.org/content/m17121/latest/>

[9]"The Business Climate for Engineering Communication" <http://cnx.org/content/m16032/latest/>

- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

# Chapter 3

# Speaking and Oral Presentations Resources[1]

Many university courses require individual or team presentations to enable other students to learn about a team's focused investigation or collaborative work. Some courses assign presentations that introduce students to types of audiences and situations that may require oral presentations on the job. The materials listed below offer brief but salient advice on how to succeed with such assignments.

- Basics of Negotiating: Based on the Harvard Negotiation Project Principles[2]
- Chalk Talk Checklist[3]
- Giving Feedback on Oral Presentations[4]
- Guide for Team Presentations (Civil and Environmental Engineering)[5]
- Guide to Communication and Corporate Culture[6]
- How to Read a Scientific Article[7]
- How to Read a Scientific Article With Civil Engineering Example[8]
- How to Work with Presentations Coaches[9]
- Interviewers and Candidates' Interview Questions[10]
- Oral Presentation Planning Form (Civil and Environmental Engineering)[11]
- Oral Presentation Storyboard[12]
- Presentation Evaluation Form[13]
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day[14]
- Preparing a Seminar Talk on a Published Paper[15]

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[1] This content is available online at <http://cnx.org/content/m17252/1.3/>.

[2] "Basics of Negotiating" <http://cnx.org/content/m16047/latest/>

[3] "Chalk Talk Checklist" <http://cnx.org/content/m16596/latest/>

[4] "Giving Students Feedback on Oral Presentations" <http://cnx.org/content/m17041/latest/>

[5] "Guide for Team Presentations (Course: Principles of Environmental Engineering)"
<http://cnx.org/content/m15942/latest/>

[6] "Guide to Communication and Corporate Culture" <http://cnx.org/content/m17116/latest/>

[7] "How to Read a Scientific Article" <http://cnx.org/content/m15912/latest/>

[8] "How to Read a Scientific Article with Civil Engineering Example" <http://cnx.org/content/m16039/latest/>

[9] "How to Work with Presentations Coaches" <http://cnx.org/content/m15941/latest/>

[10] "Interviewers and Candidates' Interview Questions" <http://cnx.org/content/m16578/latest/>

[11] "Oral Presentation Planning Form (Course: Principles of Environmental Engineering)"
<http://cnx.org/content/m16045/latest/>

[12] "Presentation Evaluation Forms" <http://cnx.org/content/m16933/latest/>

[13] "Presentation Evaluation Forms" <http://cnx.org/content/m16933/latest/>

[14] "Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day"
<http://cnx.org/content/m15937/latest/>

[15] "Preparing a Seminar Talk on a Published Paper" <http://cnx.org/content/m16186/latest/>

- Preparing and Delivering Oral Presentations[16]
- Presentation checklist[17]
- Presenting a Failure Analysis[18]
- Presenting a Technology Analysis[19]
- Presenting Projects and Proposals to U.S. and International Audiences[20]
- Presenting to Managers and Other Professionals[21]
- Seven Ways to Motivate the Audience[22]
- Team Presentations in Chemical and Biomolecular Engineering[23]
- The Business Climate for Engineering Communication[24]
- Two-Week Presentation Planning Guide[25]

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources:  Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

**The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.**

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[16]"Preparing and Delivering Oral Presentations" <http://cnx.org/content/m16551/latest/>
[17]"Presentation Checklist" <http://cnx.org/content/m15916/latest/>
[18]"Presenting a Failure Analysis: The Context and Your Delivery" <http://cnx.org/content/m17112/latest/>
[19]"Presenting a Technology Analysis: The Context and Your Delivery" <http://cnx.org/content/m17046/latest/>
[20]"Presenting Projects and Proposals to U.S. and International Audiences" <http://cnx.org/content/m16041/latest/>
[21]"Presenting to Managers and Other Professionals" <http://cnx.org/content/m17117/latest/>
[22]"Seven Ways to Motivate the Audience" <http://cnx.org/content/m16190/latest/>
[23]"Team Presentations in Chemical and Biomolecular Engineering" <http://cnx.org/content/m15938/latest/>
[24]"The Business Climate for Engineering Communication" <http://cnx.org/content/m16032/latest/>
[25]"Two-Week Presentation Planning Guide" <http://cnx.org/content/m16188/latest/>

# Chapter 4

# Writing Resources[1]

Many university courses require individual or group papers or reports. Some courses assign presentations that introduce students to types of audiences and situations that may require written reports, white papers, or project documentation on the job. The materials listed below offer brief but salient advice on how to succeed with such assignments.

- Assignment: Central Plant Flow Meter Report (Mechanical Engineering)[2]
- A Brief Introduction to Technical Style[3]
- A Guide to Writing a Recommendation Report[4]
- A Guide to Writing a Successful Paper on an Analysis of Algorithms and Data Structures (Computer Science)[5]
- Checklist for Reports[6]
- Common Errors to Avoid in Scientific Writing[7]
- Communicating in Non-routnine Situations[8]
- Copyright and Electronic Publishing: Citation[9]
- Dealing with Routine Situations[10]
- Displaying Data in Written Documents[11]
- First Impressions: Writing a Good Abstract[12]
- First-day Writing Inventory[13]
- How to Get the Most from Meeting with a Writing Advisor[14]
- How to Work with Writing Mentors[15]
- In-House Memo Reports Reporting to Colleagues[16]
- Making Logical Technical Arguments[17]

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[1] This content is available online at <http://cnx.org/content/m17253/1.2/>.
[2] "Assignment: Central Plant Flow Meter Report" <http://cnx.org/content/m17127/latest/>
[3] "A Brief Introduction to Technical Style" <http://cnx.org/content/m16059/latest/>
[4] "A Guide to Writing a Comparison Assessment Report" <http://cnx.org/content/m17128/latest/>
[5] "A Guide to Writing a Successful Paper on an Analysis of Algorithms and Data Structures" <http://cnx.org/content/m15918/latest/>
[6] "Checklist for Reports" <http://cnx.org/content/m16949/latest/>
[7] "Common Errors to Avoid in Scientific Writing" <http://cnx.org/content/m16061/latest/>
[8] "Communicating in Non-routine Situations" <http://cnx.org/content/m16037/latest/>
[9] "Copyright and Electronic Publishing: Citation" <http://cnx.org/content/m15914/latest/>
[10] "Dealing with Routine Situations" <http://cnx.org/content/m16038/latest/>
[11] "Displaying Data in Written Documents" <http://cnx.org/content/m16576/latest/>
[12] "First Impressions: Writing a Good Abstract" <http://cnx.org/content/m15924/latest/>
[13] "Evaluation Forms Related to Professional Communication (Miscellaneous)" <http://cnx.org/content/m16932/latest/>
[14] "How to Get the Most from Meeting with a Writing Advisor" <http://cnx.org/content/m16590/latest/>
[15] "How to Work with Writing Mentors" <http://cnx.org/content/m15925/latest/>
[16] "In-house Memo Reports: Reporting to Colleagues" <http://cnx.org/content/m16042/latest/>
[17] "Making Logical Technical Arguments" <http://cnx.org/content/m16051/latest/>

- Organizing an Analysis for a Review of Published Literature[18]
- Organizing an Argument for a Literature Review(Civil and Environmental Engineering)[19]
- Questions That Matter in an Internship Report[20]
- Recognizing and Avoiding Plagiarism[21]
- Research Proposal Assessment Sheet[22]
- Rules for the Use of Numbers in Scientific Writing[23]
- Summary of Notes on the Harvard Negotiation Process[24]
- Ten Mistakes to Avoid While Writing a Thesis[25]
- Thesis Overview: What is a thesis? What should be in it?[26]
- Three Modules on Clear Writing Style[27]
- Tips on Polishing a Report[28]
- Write an Application Letter that Lands a Bioengineering Internship[29]
- Writing Homework Assignments[30]
- Writing Mentors[31]

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources:  Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

**The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.**

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[18]"Organizing an Analysis for a Review of Published Literature" <http://cnx.org/content/m16054/latest/>
[19]"Organizing an Analysis for a Review of Published Literature" <http://cnx.org/content/m16054/latest/>
[20]"Organizing an Argument for a Literature Review: Example One (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m16050/latest/>
[21]"Recognizing and Avoiding Plagiarism" <http://cnx.org/content/m15883/latest/>
[22]"Research Proposal Assessment Sheet" <http://cnx.org/content/m16592/latest/>
[23]"Rules for the Use of Numbers in Scientific Writing" <http://cnx.org/content/m16064/latest/>
[24]"Summary of Notes on the Harvard Negotiation Process" <http://cnx.org/content/m15953/latest/>
[25]"Ten Mistakes to Avoid While Writing a Thesis" <http://cnx.org/content/m16583/latest/>
[26]"Thesis Overview" <http://cnx.org/content/m15923/latest/>
[27]*Three Modules on Clear Writing Style: An Introduction to The Craft of Argument, by Joseph M. Williams and Gregory Colomb* <http://cnx.org/content/col10551/latest/>
[28]"Tips on Polishing a Report" <http://cnx.org/content/m16600/latest/>
[29]"Writing an Application Letter to Land an Internship" <http://cnx.org/content/m16189/latest/>
[30]"Writing Homework Assignments" <http://cnx.org/content/m15949/latest/>
[31]"How to Work with Writing Mentors" <http://cnx.org/content/m15925/latest/>

# Chapter 5

# Visual Design, Poster, and PowerPoint Resources[1]

Many university courses require individuals or teams to design posters or PowerPoint files or other visual aids. Posters and PowerPoint assignments may also be used to help students master the discrete parts of scientific and engineering arguments. The materials listed below offer brief but salient advice on how to succeed with such assignments.

- Graphics Evaluation Form[2]
- An Exercise in Evaluating Photo Backgrounds in Slides[3]
- Designing Effective Graphics Using MATLAB[4]
- Developing and Maintaining Your Professional E-Portfolio[5]
- Displaying Data in Written Documents[6]
- Exercises in Evaluating Word Density in Slides[7]
- Giving Feedback on Students' PowerPoints[8]
- Good Design in PowerPoint[9]
- In-Class Exercise: Critiquing a Videotaped Presentation[10]
- Oral Presentation Storyboard[11]
- Poster Design I[12]
- Poster Draft from Bioengineering's Capstone Design Course (1)[13]
- Poster Draft from Bioengineering's Capstone Design Course (2)[14]
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day[15]
- Sample Chemical Engineering Student Team PowerPoint for Analysis[16]

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[1]This content is available online at <http://cnx.org/content/m17250/1.2/>.

[2]"Evaluation Forms Related to Professional Communication (Miscellaneous)" <http://cnx.org/content/m16932/latest/>

[3]"An Exercise in Evaluating Photo Backgrounds in Slides" <http://cnx.org/content/m17124/latest/>

[4]"Designing Effective Graphics Using MATLAB" <http://cnx.org/content/m15939/latest/>

[5]"Developing and Maintaining Your Professional E-Portfolio" <http://cnx.org/content/m16549/latest/>

[6]"Displaying Data in Written Documents" <http://cnx.org/content/m16576/latest/>

[7]"Exercises in Evaluating Word Density in Slides" <http://cnx.org/content/m17125/latest/>

[8]"Giving Feedback on Students' PowerPoints" <http://cnx.org/content/m15981/latest/>

[9]"Good Design in PowerPoint" <http://cnx.org/content/m15940/latest/>

[10]"In-Class Exercise: Critiquing a Videotaped Presentation" <http://cnx.org/content/m16589/latest/>

[11]"Presentation Evaluation Forms" <http://cnx.org/content/m16933/latest/>

[12]"Poster Design I" <http://cnx.org/content/m16548/latest/>

[13]"Poster Draft from Bioengineering's Capstone Design Course (1)" <http://cnx.org/content/m16593/latest/>

[14]"Poster Draft from Bioengineering's Capstone Design Course (2)" <http://cnx.org/content/m17015/latest/>

[15]"Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day" <http://cnx.org/content/m15937/latest/>

[16]"Sample Chemical Engineering Student Team PowerPoint for Analysis" <http://cnx.org/content/m17121/latest/>

- SmartWhistle Poster Draft from Bioengineering's Capstone Design Course[17]
- Test Whether Your Poster Can Stand Alone[18]

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)

You may possibly wish to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

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[17]"SmartWhistle Poster Draft from Bioengineering's Capstone Design Course" <http://cnx.org/content/m16594/latest/>
[18]"Test Whether Your Poster Can Stand Alone" <http://cnx.org/content/m15933/latest/>

# Chapter 6

# Discipline- or Field-Specific Undergraduate Course Communication Resources[1]

Writing, presenting, discussion, and making posters can help students understand key course concepts or apply them to specific circumstances. While working with faculty in the schools of engineering and natural sciences at Rice University, instructors from the Cain Project in Engineering and Professional Communication have prepared assignments and supporting materials for communication instructions appropriate to specific fields. Some of these materials also explain techniques or situations that will be common in a specific field, such as designing legible graphics with software packaged, MATLAB, used in Chemical Engineering.

The materials listed below were designed for courses in specific departments, but they may be relevant to other courses as well. You may look for your own field in the grouped materials, but be sure to consider those labeled "general" or "professional" as well.

## 6.1 General

- A Brief Introduction to Technical Style[2]
- A Guide to Writing a Recommendation Report[3]
- Basics of Negotiating: Based on the Harvard Negotiation Project Principles[4]
- Communicating Ethically[5]
- Displaying Data in Written Documents[6]
- Exercises in Evaluating Word Density in Slides[7]
- Giving Feedback on Students' PowerPoints[8]
- Good Design in PowerPoint[9]
- Group Leader Handbook[10]
- Graphics Evaluation Form[11]

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[1] This content is available online at <http://cnx.org/content/m17242/1.3/>.

[2] "A Brief Introduction to Technical Style" <http://cnx.org/content/m16059/latest/>

[3] "A Guide to Writing a Comparison Assessment Report" <http://cnx.org/content/m17128/latest/>

[4] "Basics of Negotiating" <http://cnx.org/content/m16047/latest/>

[5] "Communicating Ethically" <http://cnx.org/content/m17129/latest/>

[6] "Displaying Data in Written Documents" <http://cnx.org/content/m16576/latest/>

[7] "Exercises in Evaluating Word Density in Slides" <http://cnx.org/content/m17125/latest/>

[8] "Giving Feedback on Students' PowerPoints" <http://cnx.org/content/m15981/latest/>

[9] "Good Design in PowerPoint" <http://cnx.org/content/m15940/latest/>

[10] "Group Leader Handbook" <http://cnx.org/content/m15920/latest/>

[11] "Evaluation Forms Related to Professional Communication (Miscellaneous)" <http://cnx.org/content/m16932/latest/>

- How to Read a Scientific Article[12]
- How to Consult with a Writing Mentor: OWL-Space Scheduling[13]
- How to Work with Presentations Coaches[14]
- How to Work with Writing Mentors[15]
- In-House Memo Reports Reporting to Colleagues[16]
- Instructions for Using Calibrated Peer Review[17]
- Literature Review Introduction Sample[18]
- Managing Conflict in Teams: Switching to Successful Negotiation[19]
- Organizing an Analysis for a Review of Published Literature[20]
- Organizing an Argument for a Literature Review[21]
- Preparing and Delivering Oral Presentations[22]
- Presenting a Failure Analysis[23]
- Presenting a Technology Analysis[24]
- Recognizing and Avoiding Plagiarism[25]
- Rules for the Use of Numbers in Scientific Writing[26]
- Sample Chemical Engineering Student Team PowerPoint for Analysis[27]
- Seven Ways to Motivate the Audience[28]
- Test Whether Your Poster Can Stand Alone[29]
- Working in Teams: A Brief Introduction[30]
- Writing Mentors[31]

## 6.2 Professional

- Communicating in Non-routine Situations[32]
- Dealing with Routine Situations[33]
- Guide to Communication and Corporate Culture[34]
- Presenting to Managers and Other Professionals[35]
- The Business Climate for Engineering Communication[36]

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[12]"How to Read a Scientific Article" <http://cnx.org/content/m15912/latest/>
[13]"How to Consult with a Writing Mentor: OWL-Space Scheduling" <http://cnx.org/content/m16585/latest/>
[14]"How to Work with Presentations Coaches" <http://cnx.org/content/m15941/latest/>
[15]"How to Work with Writing Mentors" <http://cnx.org/content/m15925/latest/>
[16]"In-house Memo Reports: Reporting to Colleagues" <http://cnx.org/content/m16042/latest/>
[17]"Instructions for Using Calibrated Peer Review" <http://cnx.org/content/m15932/latest/>
[18]"Literature Review Introduction Sample (Civil and Environmental Engineering)" <http://cnx.org/content/m16601/latest/>
[19]"Managing Conflict in Teams: Switching to Successful Negotiation" <http://cnx.org/content/m15934/latest/>
[20]"Organizing an Analysis for a Review of Published Literature" <http://cnx.org/content/m16054/latest/>
[21]"Organizing an Argument for a Literature Review: Example One (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m16050/latest/>
[22]"Preparing and Delivering Oral Presentations" <http://cnx.org/content/m16551/latest/>
[23]"Presenting a Failure Analysis: The Context and Your Delivery" <http://cnx.org/content/m17112/latest/>
[24]"Presenting a Technology Analysis: The Context and Your Delivery" <http://cnx.org/content/m17046/latest/>
[25]"Recognizing and Avoiding Plagiarism" <http://cnx.org/content/m15883/latest/>
[26]"Rules for the Use of Numbers in Scientific Writing" <http://cnx.org/content/m16064/latest/>
[27]"Sample Chemical Engineering Student Team PowerPoint for Analysis" <http://cnx.org/content/m17121/latest/>
[28]"Seven Ways to Motivate the Audience" <http://cnx.org/content/m16190/latest/>
[29]"Test Whether Your Poster Can Stand Alone" <http://cnx.org/content/m15933/latest/>
[30]"Working in Teams: A Brief Introduction" <http://cnx.org/content/m15935/latest/>
[31]"Manual for Writing Mentors" <http://cnx.org/content/m15909/latest/>
[32]"Communicating in Non-routine Situations" <http://cnx.org/content/m16037/latest/>
[33]"Dealing with Routine Situations" <http://cnx.org/content/m16038/latest/>
[34]"Guide to Communication and Corporate Culture" <http://cnx.org/content/m17116/latest/>
[35]"Presenting to Managers and Other Professionals" <http://cnx.org/content/m17117/latest/>
[36]"The Business Climate for Engineering Communication" <http://cnx.org/content/m16032/latest/>

## 6.3 Science and Engineering

### 6.3.1 Bioengineering

- An Exercise in Evaluating Photo Backgrounds in Slides[37]
- Course Project: The Costs and Benefits of Building "Green" (Chemical and Biomolecular Engineering)[38]
- CPR Questions for Poster Module[39]
- Instructions for Using Calibrated Peer Review[40]
- Poster Draft from Bioengineering's Capstone Design Course (1)[41]
- Poster Draft from Bioengineering's Capstone Design Course (2)[42]
- Poster Evaluation Form (Bioengineering Poster Assignment)[43]
- Poster Summarizing Results from HDF Survival and Function in vitro (Poster Assignment in Bioengineering)[44]
- SmartWhistle Poster Draft from Bioengineering's Capstone Design Course[45]
- Team Presentations in Chemical and Biomolecular Engineering[46]
- Write an Application Letter that Lands a Bioengineering Internship[47]

### 6.3.2 Civil and Environmental Engineering

- An Introduction to Civil and Environmental Engineering Communication Materials[48]
- Evaluation Sheet for Project Presentations[49]
- Group Paper Assignment[50]
- Group Paper Proposal Assignment[51]
- Guide for Team Presentations[52]
- Literature Review Introduction Sample[53]
- Managing Conflict in Teams: Switching to Successful Negotiation[54]
- Organizing an Analysis for a Review of Published Literature[55]

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[37]"A Guide to Writing a Successful Paper on an Analysis of Algorithms and Data Structures" <http://cnx.org/content/m15918/latest/>
[38]"The Costs and Benefits of Building "Green": A technical memo and an advisory report (CHBE 301 Project)" <http://cnx.org/content/m16234/latest/>
[39]"Poster Evaluation Forms" <http://cnx.org/content/m16937/latest/>
[40]"Instructions for Using Calibrated Peer Review" <http://cnx.org/content/m15932/latest/>
[41]"Poster Draft from Bioengineering's Capstone Design Course (1)" <http://cnx.org/content/m16593/latest/>
[42]"Poster Draft from Bioengineering's Capstone Design Course (2)" <http://cnx.org/content/m17015/latest/>
[43]"Poster Evaluation Forms" <http://cnx.org/content/m16937/latest/>
[44]"Poster Assignment:Poster Summarizing Results from HDF Survival and Function in vitro (in the field of Bioengineering)" <http://cnx.org/content/m15929/latest/>
[45]"SmartWhistle Poster Draft from Bioengineering's Capstone Design Course" <http://cnx.org/content/m16594/latest/>
[46]"Team Presentations in Chemical and Biomolecular Engineering" <http://cnx.org/content/m15938/latest/>
[47]"Writing an Application Letter to Land an Internship" <http://cnx.org/content/m16189/latest/>
[48]"An Introduction to Civil and Environmental Engineering Communication Materials" <http://cnx.org/content/m16033/latest/>
[49]"Presentation Evaluation Forms" <http://cnx.org/content/m16933/latest/>
[50]"Group Paper Proposal Assignment (Course: Principles of environmental engineering)" <http://cnx.org/content/m15944/latest/>
[51]"Group Paper Proposal Assignment (Course: Principles of environmental engineering)" <http://cnx.org/content/m15944/latest/>
[52]"Guide for Team Presentations (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m15942/latest/>
[53]"Literature Review Introduction Sample (Civil and Environmental Engineering)" <http://cnx.org/content/m16601/latest/>
[54]"Managing Conflict in Teams: Switching to Successful Negotiation" <http://cnx.org/content/m15934/latest/>
[55]"Organizing an Analysis for a Review of Published Literature" <http://cnx.org/content/m16054/latest/>

- Organizing an Argument for a Literature Review[56]
- Project Proposal Evaluation Form[57]
- Sample Proposal #1[58]
- Sample Proposal #2[59]

## 6.3.3 Other

- An Exercise in Evaluating Photo Backgrounds in Slides(Biosciences)[60]
- Assignment: Central Plant Flow Meter Report (Mechanical Engineering)[61]
- Project Assignment: Analysis of Algorithms and Data Structures (Computer Science)[62]
- Sample Chemical Engineering Student Team PowerPoint for Analysis (Chemical Engineering)[63]
- Writing Assignment: Indian Ocean Earthquake and Tsunami(Earth Science)[64]

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

You may possibly wish to search for

- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources:  Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.

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[56]"Organizing an Argument for a Literature Review: Example One (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m16050/latest/>
[57]"Course Project Assessment Forms" <http://cnx.org/content/m16931/latest/>
[58]"Sample Proposal 1 (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m16035/latest/>
[59]"Sample Proposal 2 (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m16036/latest/>
[60]"A Guide to Writing a Successful Paper on an Analysis of Algorithms and Data Structures" <http://cnx.org/content/m15918/latest/>
[61]"Assignment: Central Plant Flow Meter Report" <http://cnx.org/content/m17127/latest/>
[62]"Analysis of Algorithms and Data Structures" <http://cnx.org/content/m15917/latest/>
[63]"Sample Chemical Engineering Student Team PowerPoint for Analysis" <http://cnx.org/content/m17121/latest/>
[64]"Writing Assignment : Indian Ocean Earthquake and Tsunami" <http://cnx.org/content/m16182/latest/>

# Chapter 7

# Discipline- or Field-Specific Graduate Course Communication Resources[1]

Although graduate students may have studied communication in their undergraduate programs, their advanced courses may introduce types of reports, such as literature reviews or presentations of published articles that are uncommon in undergraduate courses. The materials listed below offer brief but salient advice on how to succeed with such assignments.

- Advanced Biomechanics Teaching Project(Bioengineering)
- Communicating Ethically
- Copyright and Electronic Publishing: Citation
- Demonstrating Your Knowledge and Contributions to a Profession[2]
- How to Read a Scientific Article[3]
- How to Read a Scientific Article with Civil Engineering Example (Civil Engineering)[4]
- Presenting a Technology Analysis (Computer Science)[5]
- Questions That Matter in an Internship Report[6]
- Recognizing and Avoiding Plagiarism[7]
- Sample Executive Summary for an Internship Report to Managers[8]
- Seven Ways to Motivate the Audience[9]
- Template for Taking Notes on Research Articles: Easy access for later use [10]

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

You may possibly wish to search for

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[1]This content is available online at <http://cnx.org/content/m17246/1.5/>.

[2]"Demonstrating Your Knowledge and Contributions to a Profession: The Management Report and the Technical Report for the Professional Science Master's Degree" <http://cnx.org/content/m16582/latest/>

[3]"How to Read a Scientific Article" <http://cnx.org/content/m15912/latest/>

[4]"How to Read a Scientific Article with Civil Engineering Example" <http://cnx.org/content/m16039/latest/>

[5]"Presenting a Technology Analysis: The Context and Your Delivery" <http://cnx.org/content/m17046/latest/>

[6]"Questions That Matter in an Internship Report" <http://cnx.org/content/m16942/latest/>

[7]"Recognizing and Avoiding Plagiarism" <http://cnx.org/content/m15883/latest/>

[8]"Sample Executive Summary for an Internship Report to Managers" <http://cnx.org/content/m16180/latest/>

[9]"Seven Ways to Motivate the Audience" <http://cnx.org/content/m16190/latest/>

[10]"Template for Taking Notes on Research Articles: Easy access for later use" <http://cnx.org/content/m15913/latest/>

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

# Chapter 8

# Communication Evaluation and Planning Forms[1]

- Course Project Assessment Forms[2]
- Poster Evaluation Forms[3]
- Presentation Evaluation Forms [4]
- Evaluation Forms Related to Professional Communication (Miscellaneous)[5]

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

**The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.**

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[1]This content is available online at <http://cnx.org/content/m17247/1.2/>.
[2]"Course Project Assessment Forms" <http://cnx.org/content/m16931/latest/>
[3]"Poster Evaluation Forms" <http://cnx.org/content/m16937/latest/>
[4]"Presentation Evaluation Forms" <http://cnx.org/content/m16933/latest/>
[5]"Evaluation Forms Related to Professional Communication (Miscellaneous)" <http://cnx.org/content/m16932/latest/>

# Chapter 9

# Communication Teaching Resources: Assignments and Materials to Use in Class[1]

A well designed assignment helps students understand the purpose of the activity and the criteria that will be used to evaluate students' work. Annotated examples and guides help students build on previous knowledge and step up to the demands of new types of communication. The materials in this section contain ideas for new types of assignments, guides that may be adapted for the specific requirements of courses, and PowerPoint files that may be shown in class to provide brief additional instruction on communication.

- A Brief Introduction to Technical Style[2]
- A Guide to Writing a Recommendation Report[3]
- Advanced Biomechanics Teaching Project[4]
- An Introduction to Civil and Environmental Engineering Communication Materials[5]
- Checklist for Reports[6]
- Collaboration and Learning: Managing Groups[7]
- Common Errors to Avoid in Scientific Writing[8]
- Communicating Ethically[9]
- Communicating in Non-routine Situations[10]
- Compare/Contrast Paper (Biology)[11]
- Copyright and Electronic Publishing: Citation[12]
- Course Project: The Costs and Benefits of Building "Green" (Chemical and Biomolecular Engineering)[13]

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[1]This content is available online at <http://cnx.org/content/m17243/1.2/>.

[2]"A Brief Introduction to Technical Style" <http://cnx.org/content/m16059/latest/>

[3]"A Guide to Writing a Comparison Assessment Report" <http://cnx.org/content/m17128/latest/>

[4]"Advanced Biomechanics Teaching Project (Bioengineering)" <http://cnx.org/content/m16185/latest/>

[5]"An Introduction to Civil and Environmental Engineering Communication Materials" <http://cnx.org/content/m16033/latest/>

[6]"Checklist for Reports" <http://cnx.org/content/m16949/latest/>

[7]"Collaboration and Learning: Managing Groups" <http://cnx.org/content/m16597/latest/>

[8]"Common Errors to Avoid in Scientific Writing" <http://cnx.org/content/m16061/latest/>

[9]"Communicating Ethically" <http://cnx.org/content/m17129/latest/>

[10]"Communicating in Non-routine Situations" <http://cnx.org/content/m16037/latest/>

[11]"Writing Assignment: Compare/Contrast Paper (in the field of Biological Sciences)" <http://cnx.org/content/m16588/latest/>

[12]"Copyright and Electronic Publishing: Citation" <http://cnx.org/content/m15914/latest/>

[13]"The Costs and Benefits of Building "Green": A technical memo and an advisory report (CHBE 301 Project)" <http://cnx.org/content/m16234/latest/>

- Creating and Using Interactive Lectures[14]
- Dealing with Routine Situations[15]
- Demonstrating Your Knowledge and Contributions to a Profession[16]
- Displaying Data in Written Documents[17]
- First Impressions: Writing a Good Abstract[18]
- First-day Writing Inventory[19]
- Giving Feedback on Oral Presentations[20]
- Giving Feedback on Students' PowerPoints[21]
- Good Design in PowerPoint[22]
- Group Leader Handbook[23]
- Guide for Team Presentations (Civil and Environmental Engineering)[24]
- How to Consult with a Writing Mentor: OWL-Space Scheduling[25]
- How to Get the Most from Meeting with a Writing Advisor[26]
- How to Work with Presentations Coaches[27]
- How to Work with Writing Mentors[28]
- In-Class Exercise: Critiquing a Videotaped Presentation[29]
- In-House Memo Reports Reporting to Colleagues[30]
- Instructions for Using Calibrated Peer Review[31]
- Introduction to Negotiation: Based on the Harvard Negotiation Project Principles[32]
- Literature Review Introduction Sample (Civil and Environmental Engineering)[33]
- Making Logical Technical Arguments[34]
- Managing Conflict in Teams: Switching to Successful Negotiation[35]
- Manual For Writing Mentors[36]
- Oral Presentation Storyboard[37]
- Organizing an Analysis for a Review of Published Literature[38]
- Poster Design I[39]
- Poster Draft from Bioengineering's Capstone Design Course (1)[40]

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[14]"Creating and Using Interactive Lectures" <http://cnx.org/content/m16599/latest/>
[15]"Dealing with Routine Situations" <http://cnx.org/content/m16038/latest/>
[16]"Demonstrating Your Knowledge and Contributions to a Profession: The Management Report and the Technical Report for the Professional Science Master's Degree" <http://cnx.org/content/m16582/latest/>
[17]"Displaying Data in Written Documents" <http://cnx.org/content/m16576/latest/>
[18]"First Impressions: Writing a Good Abstract" <http://cnx.org/content/m15924/latest/>
[19]"Evaluation Forms Related to Professional Communication (Miscellaneous)" <http://cnx.org/content/m16932/latest/>
[20]"Giving Students Feedback on Oral Presentations" <http://cnx.org/content/m17041/latest/>
[21]"Giving Feedback on Students' PowerPoints" <http://cnx.org/content/m15981/latest/>
[22]"Good Design in PowerPoint" <http://cnx.org/content/m15940/latest/>
[23]"Group Leader Handbook" <http://cnx.org/content/m15920/latest/>
[24]"Guide for Team Presentations (Course: Principles of Environmental Engineering)" <http://cnx.org/content/m15942/latest/>
[25]"How to Consult with a Writing Mentor: OWL-Space Scheduling" <http://cnx.org/content/m16585/latest/>
[26]"How to Get the Most from Meeting with a Writing Advisor" <http://cnx.org/content/m16590/latest/>
[27]"How to Work with Presentations Coaches" <http://cnx.org/content/m15941/latest/>
[28]"How to Work with Writing Mentors" <http://cnx.org/content/m15925/latest/>
[29]"In-Class Exercise: Critiquing a Videotaped Presentation" <http://cnx.org/content/m16589/latest/>
[30]"In-house Memo Reports: Reporting to Colleagues" <http://cnx.org/content/m16042/latest/>
[31]"Instructions for Using Calibrated Peer Review" <http://cnx.org/content/m15932/latest/>
[32]"The Art of Successful School-Based Management" <http://cnx.org/content/m13688/latest/>
[33]"Literature Review Introduction Sample (Civil and Environmental Engineering)" <http://cnx.org/content/m16601/latest/>
[34]"Making Logical Technical Arguments" <http://cnx.org/content/m16051/latest/>
[35]"Managing Conflict in Teams: Switching to Successful Negotiation" <http://cnx.org/content/m15934/latest/>
[36]"Manual for Writing Mentors" <http://cnx.org/content/m15909/latest/>
[37]"Presentation Evaluation Forms" <http://cnx.org/content/m16933/latest/>
[38]"Organizing an Analysis for a Review of Published Literature" <http://cnx.org/content/m16054/latest/>
[39]"Poster Design I" <http://cnx.org/content/m16548/latest/>
[40]"Poster Draft from Bioengineering's Capstone Design Course (1)" <http://cnx.org/content/m16593/latest/>

- Poster Draft from Bioengineering's Capstone Design Course (2)[41]
- Poster Revision Assignment[42]
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day[43]
- Preparing and Delivering Oral Presentations[44]
- Presentation checklist[45]
- Presenting Projects and Proposals to U.S. and International Audiences[46]
- Prospect Report and Presentation[47]
- Reinforcing Lectures with Discussion Groups in a Large Lecture Class (Syllabus Options)[48]
- Report Assignment: Critique of the Science in Michael Crichton's State of Fear[49]
- Research Proposal Assessment Sheet[50]
- Responding to Student Writing Assignments[51]
- Rules for the Use of Numbers in Scientific Writing[52]
- Sample Assignment Requiring a Written Analysis of an Argument: A Critique of the Science[53]
- Sample Writing Assignment on a Current Topic: Fossil Discovery of Homo Floresiensis[54]
- Sample Writing Assignment on a Theoretical Topic: Explanations for the Permian Extinction[55]
- SmartWhistle Poster Draft from Bioengineering's Capstone Design Course[56]
- Team Presentations in Chemical and Biomolecular Engineering[57]
- Test Whether Your Poster Can Stand Alone[58]
- The Business Climate for Engineering Communication[59]
- Tips on Polishing a Report[60]
- Using Discussion Boards and Wikis[61]
- Visual Data Design Assignment[62]
- Working in Teams: A Brief Introduction[63]
- Writing Assignment: Indian Ocean Earthquake and Tsunami[64]
- Writing Assignment: Abstract for a Scientific Article[65]

[41]"Poster Draft from Bioengineering's Capstone Design Course (2)" <http://cnx.org/content/m17015/latest/>
[42]"Poster Revision Assignment" <http://cnx.org/content/m15928/latest/>
[43]"Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day"
<http://cnx.org/content/m15937/latest/>
[44]"Preparing and Delivering Oral Presentations" <http://cnx.org/content/m16551/latest/>
[45]"Presentation Checklist" <http://cnx.org/content/m15916/latest/>
[46]"Presenting Projects and Proposals to U.S. and International Audiences" <http://cnx.org/content/m16041/latest/>
[47]"Prospect Report and Presentation" <http://cnx.org/content/m16031/latest/>
[48]"Reinforcing Lectures with Discussion Groups in a Large Lecture Class: Introductory Biology"
<http://cnx.org/content/m15926/latest/>
[49]"Report Assignment : Critique of the Science in Michael Crichton's State of Fear"
<http://cnx.org/content/m16183/latest/>
[50]"Research Proposal Assessment Sheet" <http://cnx.org/content/m16592/latest/>
[51]"Responding to Student Writing Assignments" <http://cnx.org/content/m17126/latest/>
[52]"Rules for the Use of Numbers in Scientific Writing" <http://cnx.org/content/m16064/latest/>
[53]"Sample Assignment Requiring a Written Analysis of an Argument: A Critique of the Science"
<http://cnx.org/content/m17130/latest/>
[54]"Sample Writing Assignment on a Current Topic: Fossil Discovery of Homo Floresiensis"
<http://cnx.org/content/m17139/latest/>
[55]"Sample Writing Assignment on a Theoretical Topic: Explanations for the Permian Extinction"
<http://cnx.org/content/m17131/latest/>
[56]"SmartWhistle Poster Draft from Bioengineering's Capstone Design Course" <http://cnx.org/content/m16594/latest/>
[57]"Team Presentations in Chemical and Biomolecular Engineering" <http://cnx.org/content/m15938/latest/>
[58]"Test Whether Your Poster Can Stand Alone" <http://cnx.org/content/m15933/latest/>
[59]"The Business Climate for Engineering Communication" <http://cnx.org/content/m16032/latest/>
[60]"Tips on Polishing a Report" <http://cnx.org/content/m16600/latest/>
[61]"Using Discussion Boards and Wikis" <http://cnx.org/content/m16946/latest/>
[62]"Visual Data Design Assignment" <http://cnx.org/content/m16587/latest/>
[63]"Working in Teams: A Brief Introduction" <http://cnx.org/content/m15935/latest/>
[64]"Writing Assignment : Indian Ocean Earthquake and Tsunami" <http://cnx.org/content/m16182/latest/>
[65]"Writing Assignment: Abstract for a Scientific Article" <http://cnx.org/content/m15951/latest/>

- Writing Assignment: Central Plant Flow Meter Report (Mechanical Engineering)[66]
- Writing Assignment: Critical Analysis of a Scientific Article (Introductory Biology)[67]
- Writing Assignment: Numerical Data Analysis[68]
- Writing Assignment: Résumé and Letter of Application[69]
- Writing Assignment: Summaries of Scientific Articles for Distinct Audiences (Introductory Biology)[70]
- Writing Homework Assignments[71]
- Writing Mentors[72]

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

**The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.**

# Chapter 10

# Communication Teaching Resources: Integrating Communication Instruction into Course Design[1]

A number of universities have set quantitative requirements for writing or communication intensive programs. Instructors whose courses have been chosen for a communication intensive designation have been compelled to add specific numbers of word or pages of writing. When such assignments are merely added to existing syllabi, the assignments may not further course objectives or foster better learning. The materials in this section are intended to help faculty think about new ways that communication instruction can be integrated with their courses. Several sample syllabi are included. In addition to resources related to course design and assignment design, there are also materials to help train discussion leaders and student writing mentors or presentation coaches.

- A Syllabus Design to Defeat the "Content Squeeze"[2]
- A "Drilling Down" Communication-Intensive Syllabus[3]
- Collaboration and Learning: Managing Groups[4]
- Creating and Using Interactive Lectures[5]
- Ethics Module: Stem Cell Debate[6]
- Reinforcing Lectures with Discussion Groups in a Large Lecture Class (Syllabus Options)[7]
- Using Discussion Boards and Wikis[8]

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)

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[1] This content is available online at <http://cnx.org/content/m17245/1.3/>.

[2] "A Syllabus Design to Defeat the "Content Squeeze"" <http://cnx.org/content/m16573/latest/>

[3] "A "Drilling Down" Communication-Intensive Syllabus" <http://cnx.org/content/m16584/latest/>

[4] "Collaboration and Learning: Managing Groups" <http://cnx.org/content/m16597/latest/>

[5] "Creating and Using Interactive Lectures" <http://cnx.org/content/m16599/latest/>

[6] "Pluripotent Stem Cells Debate: Ethics Module" <http://cnx.org/content/m16595/latest/>

[7] "Reinforcing Lectures with Discussion Groups in a Large Lecture Class: Introductory Biology" <http://cnx.org/content/m15926/latest/>

[8] "Using Discussion Boards and Wikis" <http://cnx.org/content/m16946/latest/>

- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

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# Chapter 11

# Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders[1]

Students often learn willingly from upper-class students or peer mentors. They feel free to ask questions they will not ask in class. The materials in this section are intended to help faculty train writing mentors, oral presentations coaches, and group discussion leaders. Student mentors and coaches usually report that assisting others has taught them new lessons as well. Well trained mentors can provide more individualized instruction than a single instructor or course leader. A community of faculty and student coaches can create a positive climate for both learning and teaching.

- A Guide for Teaching Assistants: How to Communicate with Your Students[2]
- Giving Feedback on Oral Presentations[3]
- Giving Feedback on Students' PowerPoints[4]
- Graduate Seminar Mentoring[5]
- Group Leader Handbook [6]
- Group Leader Training Materials[7]
- Responding to Student Writing Assignments[8]

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)

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[1]This content is available online at <http://cnx.org/content/m17244/1.2/>.
[2]"A Guide for Teaching Assistants: How to Communicate with Your Students" <http://cnx.org/content/m16048/latest/>
[3]"Giving Students Feedback on Oral Presentations" <http://cnx.org/content/m17041/latest/>
[4]"Giving Feedback on Students' PowerPoints" <http://cnx.org/content/m15981/latest/>
[5]"Graduate Seminar Mentoring" <http://cnx.org/content/m16591/latest/>
[6]"Group Leader Handbook" <http://cnx.org/content/m15920/latest/>
[7]"Group Leader Training Materials" <http://cnx.org/content/m15919/latest/>
[8]"Responding to Student Writing Assignments" <http://cnx.org/content/m17126/latest/>

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CHAPTER 11. COMMUNICATION TEACHING RESOURCES: TRAINING
MATERIALS FOR STUDENT COMMUNICATION MENTORS, COACHES,
AND DISCUSSION LEADERS

- Resources for Professional Development and Communication (Chapter 12)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

**The preparation of these materials was funded through a generous grant from the Gordon and Mary Cain Foundation.**

# Chapter 12

# Professional Development Materials in Communication for Graduate Students[1]

Graduate students plan an important role in advancing the university's research mission and in supporting undergraduate instruction. The materials in this section prepare graduate students for presenting their research, seeking academic positions, giving job talks, and writing for publication.

- A Brief Introduction to Technical Style[2]
- Advanced Biomechanics Teaching Project[3]
- An Exercise in Evaluating Photo Backgrounds in Slides[4]
- Checklist for Reports[5]
- Common Errors to Avoid in Scientific Writing[6]
- Communicating Ethically[7]
- Communicating in Non-routine Situations[8]
- Copyright and Electronic Publishing: Citation[9]
- Dealing with Discriminatory Questions in Interviews[10]
- Dealing with Routine Situations[11]
- Demonstrating Your Knowledge and Contributions to a Profession[12]
- Developing and Maintaining Your Professional E-Portfolio[13]
- Displaying Data in Written Documents[14]
- Ethics Module: Stem Cell Debate[15]
- Exercises in Evaluating Word Density in Slides[16]
- First Impressions: Writing a Good Abstract[17]

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[1] This content is available online at <http://cnx.org/content/m17249/1.2/>.
[2] "A Brief Introduction to Technical Style" <http://cnx.org/content/m16059/latest/>
[3] "Advanced Biomechanics Teaching Project (Bioengineering)" <http://cnx.org/content/m16185/latest/>
[4] "An Exercise in Evaluating Photo Backgrounds in Slides" <http://cnx.org/content/m17124/latest/>
[5] "Checklist for Reports" <http://cnx.org/content/m16949/latest/>
[6] "Common Errors to Avoid in Scientific Writing" <http://cnx.org/content/m16061/latest/>
[7] "Communicating Ethically" <http://cnx.org/content/m17129/latest/>
[8] "Communicating in Non-routine Situations" <http://cnx.org/content/m16037/latest/>
[9] "Copyright and Electronic Publishing: Citation" <http://cnx.org/content/m15914/latest/>
[10] "Dealing with Discriminatory Questions in Interviews" <http://cnx.org/content/m16575/latest/>
[11] "Dealing with Routine Situations" <http://cnx.org/content/m16038/latest/>
[12] "Demonstrating Your Knowledge and Contributions to a Profession: The Management Report and the Technical Report for the Professional Science Master's Degree" <http://cnx.org/content/m16582/latest/>
[13] "Developing and Maintaining Your Professional E-Portfolio" <http://cnx.org/content/m16549/latest/>
[14] "Displaying Data in Written Documents" <http://cnx.org/content/m16576/latest/>
[15] "Pluripotent Stem Cells Debate: Ethics Module" <http://cnx.org/content/m16595/latest/>
[16] "Exercises in Evaluating Word Density in Slides" <http://cnx.org/content/m17125/latest/>
[17] "First Impressions: Writing a Good Abstract" <http://cnx.org/content/m15924/latest/>

- Good Design in PowerPoint[18]
- Group Leader Handbook[19]
- Guide to Communication and Corporate Culture[20]
- Guide to Interpersonal Communication (Civil Engineering)[21]
- High Stakes Communication: Interviews and Job Talks[22]
- How to Get the Most from Meeting with a Writing Advisor[23]
- How to Read a Scientific Article[24]
- How to Work with Presentations Coaches[25]
- How to Work with Writing Mentors[26]
- In-House Memo Reports Reporting to Colleagues[27]
- Interviewers and Candidates' Interview Questions[28]
- Introduction to Negotiation: Based on the Harvard Negotiation Project Principles[29]
- Literature Review Introduction Sample (Civil and Environmental Engineering)[30]
- Making Logical Technical Arguments[31]
- Managing Conflict in Teams: Switching to Successful Negotiation[32]
- Organizing an Argument for a Literature Review (Civil and Environmental Engineering)[33]
- Poster Design[34]
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day[35]
- Preparing a Seminar Talk on a Published Paper[36]
- Preparing and Delivering Oral Presentations[37]
- Presenting Projects and Proposals to U.S. and International Audiences[38]
- Presenting to Managers and Other Professionals[39]
- Questions That Matter in an Internship Report[40]
- Quick Reference Guide to Calibrated Peer Review[41]
- Rules for the Use of Numbers in Scientific Writing[42]
- Sample Chemical Engineering Student Team PowerPoint for Analysis[43]
- Sample Executive Summary for an Internship Report to Managers[44]

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[18]"Good Design in PowerPoint" <http://cnx.org/content/m15940/latest/>
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[32]"Managing Conflict in Teams: Switching to Successful Negotiation" <http://cnx.org/content/m15934/latest/>
[33]"Organizing an Argument for a Literature Review: Example One (Course: Principles of Environmental Engineering)"
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[42]"Rules for the Use of Numbers in Scientific Writing" <http://cnx.org/content/m16064/latest/>
[43]"Sample Chemical Engineering Student Team PowerPoint for Analysis" <http://cnx.org/content/m17121/latest/>
[44]"Sample Executive Summary for an Internship Report to Managers" <http://cnx.org/content/m16180/latest/>

- Seven Ways to Motivate the Audience[45]
- Summary of Notes on the Harvard Negotiation Process[46]
- The Business Climate for Engineering Communication[47]
- Thesis Overview[48]
- Tips on Polishing a Report[49]
- Two-Week Presentation Planning Guide[50]
- Working in Teams: A Brief Introduction[51]
- Write an Application Letter that Lands a Bioengineering Internship[52]

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)
- Resources on Thesis and Dissertation Preparation for Graduate Students (Chapter 13)

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

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[45]"Seven Ways to Motivate the Audience" <http://cnx.org/content/m16190/latest/>
[46]"Summary of Notes on the Harvard Negotiation Process" <http://cnx.org/content/m15953/latest/>
[47]"The Business Climate for Engineering Communication" <http://cnx.org/content/m16032/latest/>
[48]"Thesis Overview" <http://cnx.org/content/m15923/latest/>
[49]"Tips on Polishing a Report" <http://cnx.org/content/m16600/latest/>
[50]"Two-Week Presentation Planning Guide" <http://cnx.org/content/m16188/latest/>
[51]"Working in Teams: A Brief Introduction" <http://cnx.org/content/m15935/latest/>
[52]"Writing an Application Letter to Land an Internship" <http://cnx.org/content/m16189/latest/>

# Chapter 13

# Dissertation and Thesis Related Communication Materials for Graduate Students[1]

The thesis or dissertation challenges graduate students to present a major intellectual project in a way that allows others to assess the writer's knowledge of existing work and the writer's contribution to a particular area of inquiry. The unfamiliarity of the genre and the process plus limited access to advisors and writing coaches familiar with advanced work in a specific field can slow the writer's progress. For nine years Dr. Jan Hewitt of the Cain Project has worked with many thesis and dissertation writers in thesis writing groups. She has prepared the materials in this section.

- A Brief Introduction to Technical Style[2]
- Copyright and Electronic Publishing: Citation[3]
- Presenting a Failure Analysis[4]
- Presenting a Technology Analysis[5]
- Recognizing and Avoiding Plagiarism[6]
- Ten Mistakes to Avoid While Writing a Thesis[7]
- Thesis Overview[8]

You may possibly wish also to search for

- Discipline- or Field-Specific Undergraduate Course Communication Resources (Chapter 6)
- Discipline- or Field-Specific Graduate Course Communication Resources (Chapter 7)
- Communication Evaluation and Planning Forms (Chapter 8)
- Communication Teaching Resources: Assignments and Materials to Use in Class (Chapter 9)
- Communication Teaching Resources: Integrating Communication Instruction into Courses (Chapter 10)
- Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders (Chapter 11)

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[1]This content is available online at <http://cnx.org/content/m17241/1.3/>.
[2]"A Brief Introduction to Technical Style" <http://cnx.org/content/m16059/latest/>
[3]"Copyright and Electronic Publishing: Citation" <http://cnx.org/content/m15914/latest/>
[4]"Presenting a Failure Analysis: The Context and Your Delivery" <http://cnx.org/content/m17112/latest/>
[5]"Presenting a Technology Analysis: The Context and Your Delivery" <http://cnx.org/content/m17046/latest/>
[6]"Recognizing and Avoiding Plagiarism" <http://cnx.org/content/m15883/latest/>
[7]"Ten Mistakes to Avoid While Writing a Thesis" <http://cnx.org/content/m16583/latest/>
[8]"Thesis Overview" <http://cnx.org/content/m15923/latest/>

- Resources for Professional Development and Communication (Chapter 12)

You may also wish to consult more general resources on communication:

- Group or Team Communication Resources (Chapter 2)
- Speaking and Oral Presentations Resources (Chapter 3)
- Writing Resources (Chapter 4)
- Visual Design, Poster, and PowerPoint Resources (Chapter 5)

# Index of Keywords and Terms

**Keywords** are listed by the section with that keyword (page numbers are in parentheses). Keywords do not necessarily appear in the text of the page. They are merely associated with that section. *Ex.* apples, § 1.1 (1) **Terms** are referenced by the page they appear on. *Ex.* apples, 1

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