

CSC290 Communication Skills for Computer Scientists

Tutorial 5

October 17, 2018

Next Few Tutorials

- ▶ **Week 5: Interpersonal Communications case studies.**
 - ▶ Discuss the scenario handout with your table, and with the class.
 - ▶ At the end of the tutorial, choose one scenario per person to present in week 7.
 - ▶ Each person in your group should choose a different scenario.
- ▶ **Week 6: Group Work.**
 - ▶ Work on your presentation.
- ▶ **Week 7: Presentation practice.**
 - ▶ Present how you would handle your scenario to a group of students.
 - ▶ Your presentation should be no more than 3-5 minutes.
 - ▶ You can make slides if you wish, but it is not required.
 - ▶ You will receive feedback from your group.

Group Work Presentation Plan

- ▶ Due Friday October **26th** 9pm
- ▶ Pushed back 2 days (from October 24th)

Presentation Plan

What does your group have planned for your presentation?

Writeup should be 1-2 pages, and should include:

- ▶ **Goal/Purpose:** What is the effect you want to have on the audience? What do you want the audience to do/think differently?
- ▶ **Message:** How do you plan on supporting the goal?
- ▶ **Audience:** What assumptions are you making about the audience knowledge?
- ▶ **Content:** What aspects of the topic will you discuss? In what order?

Submission Format

Please submit a **PDF document** of your presentation plan on **MarkUs**.

Citation

Cite any sources in the ACM format.

Your sources do not have to be peer-reviewed papers, but you should have a minimum of 3 sources (possibly more) to be able to explore your topic deeply.

Presentation Plan

Questions?

Interpersonal Communication

How not to be come off as a jerk

“I” Statements

Accept responsibility for your feelings; avoid blame, hostility, and accusations.

***I feel...** (State your emotion) **when you...** (describe their behavior or under what conditions you feel this way) **because...** (explain why their behavior or the conditions cause you to feel this way).*

Perception Checking

A way to check your understanding of someone's words or behaviour in a way that reduces defensiveness or potential conflict.

Format:

1. **Description:** of words or behaviour observed.
2. **Interpretations:** two possible interpretations of the behaviour.
3. **Clarification:** request for clarification.

Beyond Formulas - Handout

The formulas are a starting point. These scenarios might require more.

Remember: You want to both accomplish your goal, while not coming off as a jerk.

- ▶ Check your perception.
- ▶ Accept responsibility for your feelings.
- ▶ Choose language that is neither aggressive nor defensive.

Scenarios

Choose 2-3 scenarios to discuss as a group.

Week 7 Presentation Practice

- ▶ Which scenario you would like to present?
- ▶ How would you handle your scenario?
- ▶ Your presentation should be no more than 3-5 minutes.
- ▶ You can make slides if you wish, but it is not required.
- ▶ Feedback from your group.