

Communication Resources

By:

The Cain Project in Engineering and Professional Communication

Communication Resources

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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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Collection structure revised: July 23, 2008
PDF generated: February 4, 2011
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Chapter 1

General Communication Resources¹

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.

¹This content is available online at <<http://cnx.org/content/m17255/1.2/>>.

Chapter 2

Group or Team Communication Resources¹

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 Groups²
- Group Leader Handbook³
- 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 Principles⁶
- Managing Conflict in Teams: Switching to Successful Negotiation⁷
- Sample Chemical Engineering Student Team PowerPoint for Analysis⁸
- The Business Climate for Engineering Communication⁹

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)

¹This 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)

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

Chapter 3

Speaking and Oral Presentations Resources¹

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 Principles²
- Chalk Talk Checklist³
- Giving Feedback on Oral Presentations⁴
- Guide for Team Presentations (Civil and Environmental Engineering)⁵
- Guide to Communication and Corporate Culture⁶
- How to Read a Scientific Article⁷
- How to Read a Scientific Article With Civil Engineering Example⁸
- How to Work with Presentations Coaches⁹
- Interviewers and Candidates' Interview Questions¹⁰
- Oral Presentation Planning Form (Civil and Environmental Engineering)¹¹
- Oral Presentation Storyboard¹²
- Presentation Evaluation Form¹³
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day¹⁴
- Preparing a Seminar Talk on a Published Paper¹⁵

¹This 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 Presentations¹⁶
- Presentation checklist¹⁷
- Presenting a Failure Analysis¹⁸
- Presenting a Technology Analysis¹⁹
- Presenting Projects and Proposals to U.S. and International Audiences²⁰
- Presenting to Managers and Other Professionals²¹
- Seven Ways to Motivate the Audience²²
- Team Presentations in Chemical and Biomolecular Engineering²³
- The Business Climate for Engineering Communication²⁴
- Two-Week Presentation Planning Guide²⁵

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.

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 Resources¹

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 Style³
- A Guide to Writing a Recommendation Report⁴
- A Guide to Writing a Successful Paper on an Analysis of Algorithms and Data Structures (Computer Science)⁵
- Checklist for Reports⁶
- Common Errors to Avoid in Scientific Writing⁷
- Communicating in Non-routine Situations⁸
- Copyright and Electronic Publishing: Citation⁹
- Dealing with Routine Situations¹⁰
- Displaying Data in Written Documents¹¹
- First Impressions: Writing a Good Abstract¹²
- First-day Writing Inventory¹³
- How to Get the Most from Meeting with a Writing Advisor¹⁴
- How to Work with Writing Mentors¹⁵
- In-House Memo Reports Reporting to Colleagues¹⁶
- Making Logical Technical Arguments¹⁷

¹This 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 Literature¹⁸
- Organizing an Argument for a Literature Review (Civil and Environmental Engineering)¹⁹
- Questions That Matter in an Internship Report²⁰
- Recognizing and Avoiding Plagiarism²¹
- Research Proposal Assessment Sheet²²
- Rules for the Use of Numbers in Scientific Writing²³
- Summary of Notes on the Harvard Negotiation Process²⁴
- Ten Mistakes to Avoid While Writing a Thesis²⁵
- Thesis Overview: What is a thesis? What should be in it?²⁶
- Three Modules on Clear Writing Style²⁷
- Tips on Polishing a Report²⁸
- Write an Application Letter that Lands a Bioengineering Internship²⁹
- Writing Homework Assignments³⁰
- Writing Mentors³¹

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.

¹⁸"Organizing an Analysis for a Review of Published Literature" <<http://cnx.org/content/m16054/latest/>>

¹⁹"Organizing an Argument for a Literature Review: Example One (Course: Principles of Environmental Engineering)" <<http://cnx.org/content/m16050/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 Resources¹

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 Form²
- An Exercise in Evaluating Photo Backgrounds in Slides³
- Designing Effective Graphics Using MATLAB⁴
- Developing and Maintaining Your Professional E-Portfolio⁵
- Displaying Data in Written Documents⁶
- Exercises in Evaluating Word Density in Slides⁷
- Giving Feedback on Students' PowerPoints⁸
- Good Design in PowerPoint⁹
- In-Class Exercise: Critiquing a Videotaped Presentation¹⁰
- Oral Presentation Storyboard¹¹
- Poster Design I¹²
- 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 Day¹⁵
- Sample Chemical Engineering Student Team PowerPoint for Analysis¹⁶

¹This 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 Course¹⁷
- Test Whether Your Poster Can Stand Alone¹⁸

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)

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

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 Resources¹

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 Style²
- A Guide to Writing a Recommendation Report³
- Basics of Negotiating: Based on the Harvard Negotiation Project Principles⁴
- Communicating Ethically⁵
- Displaying Data in Written Documents⁶
- Exercises in Evaluating Word Density in Slides⁷
- Giving Feedback on Students' PowerPoints⁸
- Good Design in PowerPoint⁹
- Group Leader Handbook¹⁰
- Graphics Evaluation Form¹¹

¹This 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 Article¹²
- How to Consult with a Writing Mentor: OWL-Space Scheduling¹³
- How to Work with Presentations Coaches¹⁴
- How to Work with Writing Mentors¹⁵
- In-House Memo Reports Reporting to Colleagues¹⁶
- Instructions for Using Calibrated Peer Review¹⁷
- Literature Review Introduction Sample¹⁸
- Managing Conflict in Teams: Switching to Successful Negotiation¹⁹
- Organizing an Analysis for a Review of Published Literature²⁰
- Organizing an Argument for a Literature Review²¹
- Preparing and Delivering Oral Presentations²²
- Presenting a Failure Analysis²³
- Presenting a Technology Analysis²⁴
- Recognizing and Avoiding Plagiarism²⁵
- Rules for the Use of Numbers in Scientific Writing²⁶
- Sample Chemical Engineering Student Team PowerPoint for Analysis²⁷
- Seven Ways to Motivate the Audience²⁸
- Test Whether Your Poster Can Stand Alone²⁹
- Working in Teams: A Brief Introduction³⁰
- Writing Mentors³¹

6.2 Professional

- Communicating in Non-routine Situations³²
- Dealing with Routine Situations³³
- Guide to Communication and Corporate Culture³⁴
- Presenting to Managers and Other Professionals³⁵
- The Business Climate for Engineering Communication³⁶

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 Slides³⁷
- Course Project: The Costs and Benefits of Building “Green” (Chemical and Biomolecular Engineering)³⁸
- CPR Questions for Poster Module³⁹
- Instructions for Using Calibrated Peer Review⁴⁰
- 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 Course⁴⁵
- Team Presentations in Chemical and Biomolecular Engineering⁴⁶
- Write an Application Letter that Lands a Bioengineering Internship⁴⁷

6.3.2 Civil and Environmental Engineering

- An Introduction to Civil and Environmental Engineering Communication Materials⁴⁸
- Evaluation Sheet for Project Presentations⁴⁹
- Group Paper Assignment⁵⁰
- Group Paper Proposal Assignment⁵¹
- Guide for Team Presentations⁵²
- Literature Review Introduction Sample⁵³
- Managing Conflict in Teams: Switching to Successful Negotiation⁵⁴
- Organizing an Analysis for a Review of Published Literature⁵⁵

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 Review⁵⁶
- Project Proposal Evaluation Form⁵⁷
- Sample Proposal #1⁵⁸
- Sample Proposal #2⁵⁹

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.

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 Resources¹

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 Profession²
- How to Read a Scientific Article³
- 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 Report⁶
- Recognizing and Avoiding Plagiarism⁷
- Sample Executive Summary for an Internship Report to Managers⁸
- Seven Ways to Motivate the Audience⁹
- Template for Taking Notes on Research Articles: Easy access for later use¹⁰

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

¹This 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)

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

Chapter 8

Communication Evaluation and Planning Forms¹

- Course Project Assessment Forms²
- Poster Evaluation Forms³
- Presentation Evaluation Forms⁴
- 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.

¹This 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 Class¹

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 Style²
- A Guide to Writing a Recommendation Report³
- Advanced Biomechanics Teaching Project⁴
- An Introduction to Civil and Environmental Engineering Communication Materials⁵
- Checklist for Reports⁶
- Collaboration and Learning: Managing Groups⁷
- Common Errors to Avoid in Scientific Writing⁸
- Communicating Ethically⁹
- Communicating in Non-routine Situations¹⁰
- Compare/Contrast Paper (Biology)¹¹
- Copyright and Electronic Publishing: Citation¹²
- Course Project: The Costs and Benefits of Building "Green" (Chemical and Biomolecular Engineering)¹³

¹This 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 Lectures¹⁴
- Dealing with Routine Situations¹⁵
- Demonstrating Your Knowledge and Contributions to a Profession¹⁶
- Displaying Data in Written Documents¹⁷
- First Impressions: Writing a Good Abstract¹⁸
- First-day Writing Inventory¹⁹
- Giving Feedback on Oral Presentations²⁰
- Giving Feedback on Students' PowerPoints²¹
- Good Design in PowerPoint²²
- Group Leader Handbook²³
- Guide for Team Presentations (Civil and Environmental Engineering)²⁴
- How to Consult with a Writing Mentor: OWL-Space Scheduling²⁵
- How to Get the Most from Meeting with a Writing Advisor²⁶
- How to Work with Presentations Coaches²⁷
- How to Work with Writing Mentors²⁸
- In-Class Exercise: Critiquing a Videotaped Presentation²⁹
- In-House Memo Reports Reporting to Colleagues³⁰
- Instructions for Using Calibrated Peer Review³¹
- Introduction to Negotiation: Based on the Harvard Negotiation Project Principles³²
- Literature Review Introduction Sample (Civil and Environmental Engineering)³³
- Making Logical Technical Arguments³⁴
- Managing Conflict in Teams: Switching to Successful Negotiation³⁵
- Manual For Writing Mentors³⁶
- Oral Presentation Storyboard³⁷
- Organizing an Analysis for a Review of Published Literature³⁸
- Poster Design I³⁹
- Poster Draft from Bioengineering's Capstone Design Course (1)⁴⁰

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 Assignment⁴²
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day⁴³
- Preparing and Delivering Oral Presentations⁴⁴
- Presentation checklist⁴⁵
- Presenting Projects and Proposals to U.S. and International Audiences⁴⁶
- Prospect Report and Presentation⁴⁷
- 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 Fear⁴⁹
- Research Proposal Assessment Sheet⁵⁰
- Responding to Student Writing Assignments⁵¹
- Rules for the Use of Numbers in Scientific Writing⁵²
- Sample Assignment Requiring a Written Analysis of an Argument: A Critique of the Science⁵³
- Sample Writing Assignment on a Current Topic: Fossil Discovery of Homo Floresiensis⁵⁴
- Sample Writing Assignment on a Theoretical Topic: Explanations for the Permian Extinction⁵⁵
- SmartWhistle Poster Draft from Bioengineering's Capstone Design Course⁵⁶
- Team Presentations in Chemical and Biomolecular Engineering⁵⁷
- Test Whether Your Poster Can Stand Alone⁵⁸
- The Business Climate for Engineering Communication⁵⁹
- Tips on Polishing a Report⁶⁰
- Using Discussion Boards and Wikis⁶¹
- Visual Data Design Assignment⁶²
- Working in Teams: A Brief Introduction⁶³
- Writing Assignment: Indian Ocean Earthquake and Tsunami⁶⁴
- Writing Assignment: Abstract for a Scientific Article⁶⁵

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 Analysis⁶⁸
- Writing Assignment: Résumé and Letter of Application⁶⁹
- Writing Assignment: Summaries of Scientific Articles for Distinct Audiences (Introductory Biology)⁷⁰
- Writing Homework Assignments⁷¹
- Writing Mentors⁷²

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.

⁶⁶"Assignment: Central Plant Flow Meter Report" <<http://cnx.org/content/m17127/latest/>>

⁶⁷"Writing Assignment: Critical Analysis of A Scientific Article - BIOS 202: Introductory Biology" <<http://cnx.org/content/m15922/latest/>>

⁶⁸"Writing Assignment: Numerical Data Analysis" <<http://cnx.org/content/m16184/latest/>>

⁶⁹"Writing Assignment: Résumé and Letter of Application" <<http://cnx.org/content/m15948/latest/>>

⁷⁰"Writing Assignments: Summaries of Scientific Articles for Distinct Audiences - BIOS 202: Introductory Biology" <<http://cnx.org/content/m15921/latest/>>

⁷¹"Writing Homework Assignments" <<http://cnx.org/content/m15949/latest/>>

⁷²"Writing Mentors" <<http://cnx.org/content/m15910/latest/>>

Chapter 10

Communication Teaching Resources: Integrating Communication Instruction into Course Design¹

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 Syllabus³
- Collaboration and Learning: Managing Groups⁴
- Creating and Using Interactive Lectures⁵
- Ethics Module: Stem Cell Debate⁶
- Reinforcing Lectures with Discussion Groups in a Large Lecture Class (Syllabus Options)⁷
- Using Discussion Boards and Wikis⁸

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)

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

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

³A “Drilling Down” Communication-Intensive Syllabus <<http://cnx.org/content/m16584/latest/>>

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

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

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

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

<<http://cnx.org/content/m15926/latest/>>

⁸Using 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)

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

Chapter 11

Communication Teaching Resources: Training Materials for Student Communication Mentors, Coaches, and Discussion Leaders¹

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 Students²
- Giving Feedback on Oral Presentations³
- Giving Feedback on Students' PowerPoints⁴
- Graduate Seminar Mentoring⁵
- Group Leader Handbook⁶
- Group Leader Training Materials⁷
- Responding to Student Writing Assignments⁸

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)

¹This 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/>>

*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 Students¹

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 Style²
- Advanced Biomechanics Teaching Project³
- An Exercise in Evaluating Photo Backgrounds in Slides⁴
- Checklist for Reports⁵
- Common Errors to Avoid in Scientific Writing⁶
- Communicating Ethically⁷
- Communicating in Non-routine Situations⁸
- Copyright and Electronic Publishing: Citation⁹
- Dealing with Discriminatory Questions in Interviews¹⁰
- Dealing with Routine Situations¹¹
- Demonstrating Your Knowledge and Contributions to a Profession¹²
- Developing and Maintaining Your Professional E-Portfolio¹³
- Displaying Data in Written Documents¹⁴
- Ethics Module: Stem Cell Debate¹⁵
- Exercises in Evaluating Word Density in Slides¹⁶
- First Impressions: Writing a Good Abstract¹⁷

¹This 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/>>

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- Good Design in PowerPoint¹⁸
- Group Leader Handbook¹⁹
- Guide to Communication and Corporate Culture²⁰
- Guide to Interpersonal Communication (Civil Engineering)²¹
- High Stakes Communication: Interviews and Job Talks²²
- How to Get the Most from Meeting with a Writing Advisor²³
- How to Read a Scientific Article²⁴
- How to Work with Presentations Coaches²⁵
- How to Work with Writing Mentors²⁶
- In-House Memo Reports Reporting to Colleagues²⁷
- Interviewers and Candidates' Interview Questions²⁸
- Introduction to Negotiation: Based on the Harvard Negotiation Project Principles²⁹
- Literature Review Introduction Sample (Civil and Environmental Engineering)³⁰
- Making Logical Technical Arguments³¹
- Managing Conflict in Teams: Switching to Successful Negotiation³²
- Organizing an Argument for a Literature Review (Civil and Environmental Engineering)³³
- Poster Design³⁴
- Prepare and Present a Technical Poster for Computer Science's Corporate Affiliates Day³⁵
- Preparing a Seminar Talk on a Published Paper³⁶
- Preparing and Delivering Oral Presentations³⁷
- Presenting Projects and Proposals to U.S. and International Audiences³⁸
- Presenting to Managers and Other Professionals³⁹
- Questions That Matter in an Internship Report⁴⁰
- Quick Reference Guide to Calibrated Peer Review⁴¹
- Rules for the Use of Numbers in Scientific Writing⁴²
- Sample Chemical Engineering Student Team PowerPoint for Analysis⁴³
- Sample Executive Summary for an Internship Report to Managers⁴⁴

¹⁸"Good Design in PowerPoint" <<http://cnx.org/content/m15940/latest/>>

¹⁹"Group Leader Handbook" <<http://cnx.org/content/m15920/latest/>>

²⁰"Guide to Communication and Corporate Culture" <<http://cnx.org/content/m17116/latest/>>

²¹"Guide to Interpersonal Communication (Civil Engineering)" <<http://cnx.org/content/m17115/latest/>>

²²"High Stakes Communication: Interviews and Job Talks" <<http://cnx.org/content/m16049/latest/>>

²³"How to Get the Most from Meeting with a Writing Advisor" <<http://cnx.org/content/m16590/latest/>>

²⁴"How to Read a Scientific Article" <<http://cnx.org/content/m15912/latest/>>

²⁵"How to Work with Presentations Coaches" <<http://cnx.org/content/m15941/latest/>>

²⁶"How to Work with Writing Mentors" <<http://cnx.org/content/m15925/latest/>>

²⁷"In-house Memo Reports: Reporting to Colleagues" <<http://cnx.org/content/m16042/latest/>>

²⁸"Interviewers and Candidates' Interview Questions" <<http://cnx.org/content/m16578/latest/>>

²⁹"The Art of Successful School-Based Management" <<http://cnx.org/content/m13688/latest/>>

³⁰"Literature Review Introduction Sample (Civil and Environmental Engineering)"
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³¹"Making Logical Technical Arguments" <<http://cnx.org/content/m16051/latest/>>

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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³⁹"Presenting to Managers and Other Professionals" <<http://cnx.org/content/m17117/latest/>>

⁴⁰"Questions That Matter in an Internship Report" <<http://cnx.org/content/m16942/latest/>>

⁴¹"Quick Reference Guide to Calibrated Peer Review" <<http://cnx.org/content/m15936/latest/>>

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 Audience⁴⁵
- Summary of Notes on the Harvard Negotiation Process⁴⁶
- The Business Climate for Engineering Communication⁴⁷
- Thesis Overview⁴⁸
- Tips on Polishing a Report⁴⁹
- Two-Week Presentation Planning Guide⁵⁰
- Working in Teams: A Brief Introduction⁵¹
- Write an Application Letter that Lands a Bioengineering Internship⁵²

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 Students¹

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 Style²
- Copyright and Electronic Publishing: Citation³
- Presenting a Failure Analysis⁴
- Presenting a Technology Analysis⁵
- Recognizing and Avoiding Plagiarism⁶
- Ten Mistakes to Avoid While Writing a Thesis⁷
- Thesis Overview⁸

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)

¹This 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)

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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

- C** Communication, § 1(1), § 7(15), § 8(17), § 9(19), § 11(25), § 13(31)
 Communication Coach, § 11(25)
 Communication Mentor, § 11(25)
 Course Design, § 10(23)
 curriculum design, § 1(1), § 10(23)
- D** Discussion leader, § 11(25)
 Dissertation, § 1(1)
 Dissertation writing, § 13(31)
- E** Engineering communication, § 1(1), § 2(3), § 3(5), § 4(7), § 5(9), § 7(15), § 10(23)
 Evaluation Forms, § 8(17)
- G** Graduate student, § 12(27), § 13(31)
 Group Communication, § 2(3)
- O** Oral Communication, § 3(5), § 6(11), § 7(15), § 9(19)
- P** Poster, § 1(1), § 2(3), § 3(5), § 9(19)
 Poster design, § 5(9), § 6(11)
 PowerPoint, § 5(9)
 Presentation, § 1(1), § 2(3), § 3(5), § 6(11), § 9(19), § 12(27)
 Professional Communication, § 12(27)
- S** Scientific article, § 6(11)
- T** Teaching Resource, § 10(23)
 Teaching Resources, § 9(19)
 Team Communication, § 2(3)
 Technical report, § 4(7), § 6(11), § 12(27)
 thesis, § 1(1)
 Thesis writing, § 13(31)
 Training materials, § 11(25)
- V** Visual Design, § 1(1), § 5(9), § 6(11)
- W** Writing, § 1(1), § 4(7), § 6(11), § 7(15), § 9(19), § 12(27)
 Writing Materials, § 9(19)

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