

Communication “101”

Four Components

- Department Seminars (8h)
- 30 minute Youtube video
 - May be broken into two 15 minute modules if necessary
 - COL100, COL106, ...
 - Team of two may prepare together but each teaches
 - Slides per group, submitted
- Teach to live audience: 10-15 student audience
- Attend 8 other students' tutorials

Logistics

- You will receive email about dept seminars
 - Attendance will be taken
- Video creation process will be announced
 - Hindi?
 - Sign-up for topics (At most 2-3 groups can choose the same topic)
 - Submit completed video by **31 Aug**
 - Instructors will review and will provide feedback by **30 Sep**
- Live audience teaching to be completed by **30 Oct**
 - TAs will coordinate and organize (4-6 sessions of 2-3 tutorials each)
 - Audience will include other COQ participants and students in COL100/106
 - In hostel?

Communicating

- Know the subject
 - Know the audience
- Language skills
- Stagecraft
 - Voice modulation
 - Volume, speed, tone
 - Body language

Presentation

- Organize the “story line”
 - Write it down
- Un-cluttered slides
 - Use large font
- Consistent
 - Capitalization, Punctuation, Color
- Labeled diagrams
- No typos

Tips

- Humour
- Personalization
- Conversational language
- Use the stage
- Relax and breathe
 - Nervousness and Anxiety is common
- Watch for Uh, Ahem ..
- Practice
 - Visualize