ME 191K: Professional Communication

Fall 2016 Syllabus

Marcel Kristel (marcelk@berkeley.edu)
6173 Etcheverry Hall
Office hours: Weds. 2:00 – 4:00 pm
and by appointment

With emphasis on improving written and oral communication skills, this course is designed to assist speakers in preparing effective presentations and to enhance communication skills for class projects, interviews, conferences, workshops, and internships.

COURSE OBJECTIVES

To teach students the skills that will assist them in planning and executing written and oral reports and presentations.

DESIRED COURSE OUTCOMES

- To advance students' ability to communicate effectively in a variety of professional and academic environments
- To improve writing skills by analyzing and anticipating expectations and objectives
- To emphasize understanding of and performance in professional speaking situations
- To combine theory and practice
- To develop collaborative projects and implement high performance teaming
- To integrate extensive speaking practice and individual critiques

TOPICS COVERED

Written work—resumes, cover letters, formal and informal memos, evaluations, journal articles, proposals

Oral presentations— informal and formal reports, proposal sales pitch and feasibility/ progress report

ASSESSMENT OF STUDENT PROGRESS TOWARD COURSE OBJECTIVES BASED ON THE FOLLOWING:

- Attendance, class participation & homework assignments (50%)
- Group presentations & informal reports (20%)
- Final project—individual presentation and formal report (30%)

REQUIRED MATERIAL

Readings will be in the form of class handouts and/or will be posted on bCourses.