Agenda for Today

- Appraisal - 1st Assignment Submission.
- Group Assignment - Group Formation (now).
- (Very) short lecture.
- Public speaking.
- Reflection.

Communication Skills

Communication Skills

- Presentation
- **Oration**
- Debate
- Forum
- Teaching
- Job Interview
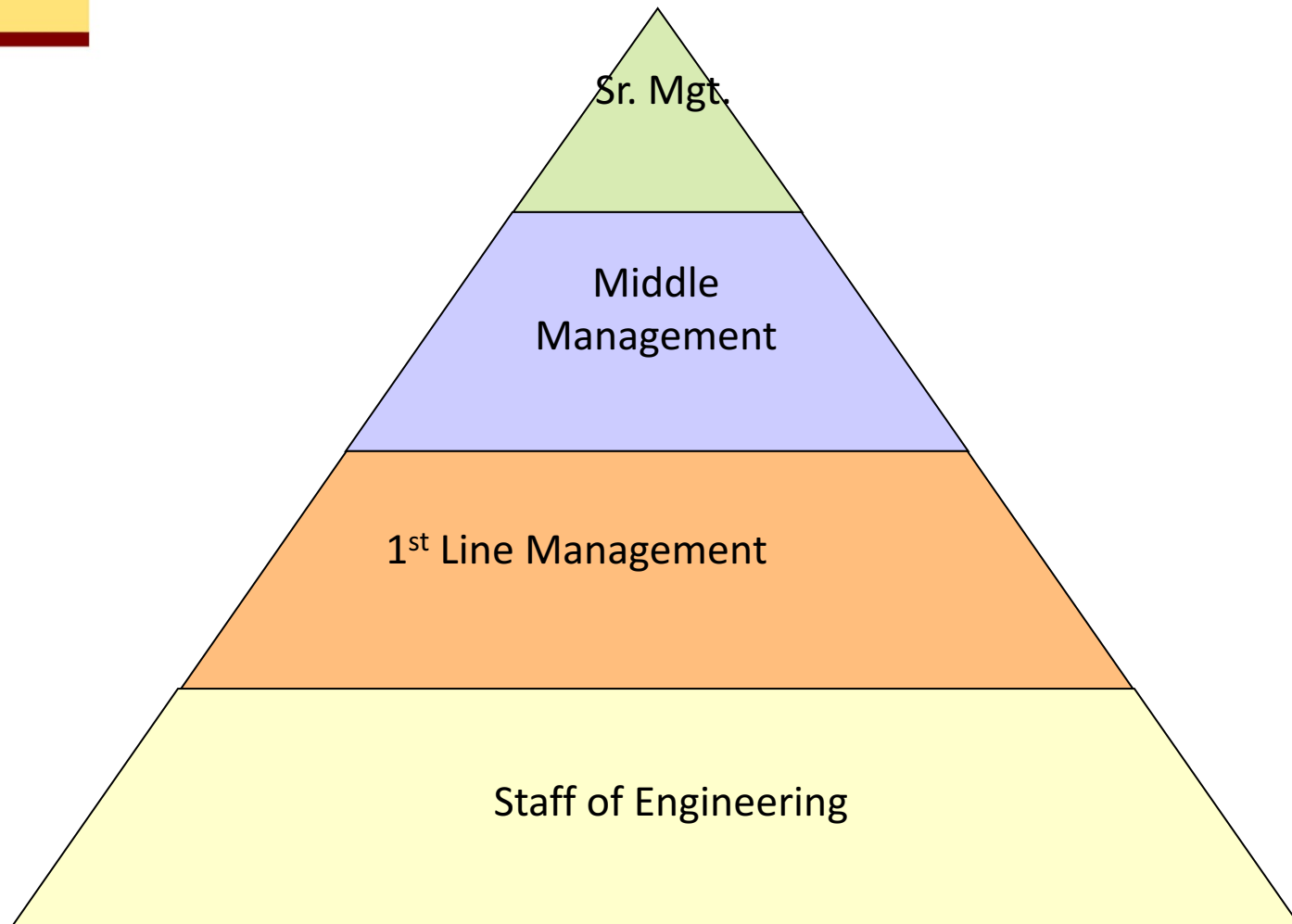- Article Writing/Book Writing
- Facebook/Twitter/WA Update

Today's Activity - Oration

- All students must be speaking in front for 2-3 minutes (46 X 3 minutes = 138 minutes).

- Choose one topic that you want to talk.

- Plan for speaking (only in 2 minutes).

- Deliver the talk (3 minutes).

- The lecturer makes comments.

Communication Skills

Is listening a communication skill?

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Traditional Career Model

The pyramid levels from top to bottom:
- Sr. Mgt.
- Middle Management
- 1st Line Management
- Staff of Engineering

The Career "Pyramid"

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Work Contents

- Change of work contents with engineering career progression

	First-line Supervisor	Mid Manager	Executive
Technical	70%	25%	5%
Managerial	25%	50%	25%
Visionary	5%	25%	70%

By virtue of being an engineer, you are a Technical Communicator.

- **Engineering is a people-oriented profession.**
- **Engineers not only develop technologies; they help people make use of technology.**
- **Engineers must communicate with *regulators, funding agencies, suppliers, clients, customers, the media*, and sometimes the *general public*.**

Effective Communication

- Two aims:

1. To build (mutual) understanding.
2. To reduce uncertainty.

Tips for Effective Communication

1. Fluent does not mean fast.
2. Mastery specific language (Malay, English, etc.).
3. Know your topic.
4. Know your audience.
5. Be able to think fast.
6. Clear voice, but does not mean loud.

Interviews

- Counseling interview
- **Employment interview**
- Exit interview
- Grievance interview
- Group interview
- Informational interview
- Interrogation interview
- Performance review
- Persuasive interview

- Be prepared for any type of interviewer
- Be prepared for a possible group interview
- Carefully plan answer to probable questions
- Exercise your responsibility during the interview
- Be prepared with questions to ask the interviewer
- Be prepared to follow up the interview if necessary

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End