

**Schedule for Spoken Technical Communication  
February 24 to May 5, 2010**

Instructor: Margaret Newman-Nowicka

**Class 1.**

Wednesday, February 24 9:15-12:00  
Foundations of Effective Technical Communication  
Developing vocabulary and grammar on a communicative basis  
Top-Down organization

**Class 2.**

Wednesday, March 3 9:15-12:00  
Spoken versus written communication in general and in research settings  
Common Patterns in Technical Information  
Pairwise formats: Problem-Solution, Advantage-Disadvantage, Cause-Effect,  
Comparison-Contrast

**Class 3**

Wednesday; March 10 9:00 (sharp)-12:00  
**Three-minute talks with feedback: Pairwise format(s)**

**Class 4**

Wednesday, March 17 9:15-12:00  
Technical Definitions  
Technical Descriptions  
Using stress and intonation to carry the message

**Class 5**

Wednesday, March 24 9:00 (sharp)-12:00  
**Three-minute talks with feedback: Definition or Description**

**Class 6**

Wednesday, March 31 13:15-16:00  
Combining organizational patterns  
Annotated outlines  
Planning 10- to 15-min talks

**Class 7**

Wednesday; April 14  
**Planning the 10- to-15-min speeches in small-group workshops**  
**Conference room in Studeicentrum**  
Group 1: 10:15-11:00 Group 2: 11:15-12:00 Group 3: 13:30-14:30  
Group 4: 14:30-15:30

**Class 8**

**Ten-to-fifteen minute presentations and feedback:** 9:00 (sharp)-12:00  
**On one of the following dates:**  
Wednesday, April 21 Wednesday, April 28 Wednesday, May 5  
**NOTE:** Students need only be present at the class in which they deliver their talk.