Communication

Objective:
Whatever your career, you will be more successful if you can communicate clearly, coherently and persuasively. The MPM capstone project is designed to help you improve your written and oral communication in English. This course is designed to provide the foundation you need to complete this project and communicate effectively in the workplace.

Weekly schedule:
- Week 1 - Introduction to workplace communication and the MPM capstone project
- Week 2 - Choosing a topic for research; writing professional emails
- Week 3 - Introduction to research options and sources
- Week 4 - Writing from sources: Quoting, summarizing, paraphrasing, synthesizing
- Week 5 - Documenting your work: citations and reference lists
- Week 6 - First draft of proposal due - for discussion
- Week 7 - PowerPoint slide design: do’s and don’t’s
- Week 8 - Grammar and style
- Week 9 - Final draft of capstone proposal due
- Week 10 - Moving from your proposal to your report

Criteria for grading:
- 20% - Attendance and class participation
- 20% - Homework and class exercises
- 20% - Draft proposal
- 20% - Draft slides and practice presentation
- 20% - Final proposal

Note: It is not necessary to be fluent in English to get an “A” in this course. However, all students, including non-native English speakers, are expected to submit a fully edited proposal by the end of the quarter. A proposal that is not fully edited (grammar, punctuation, documentation, etc.) will not be approved, and students may have to hire a private editor to complete the process.

Books:
- MPM Report Writing Guidelines (2014) - available on the MPM web site