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| **Week and**  **Session** | **Date** | **Topic** | **Preparation for this session** | **Deliverables** |
| Week 1 Session 2 | 13/14 Aug | 1. Introduction to the module 2. Principles of Communication | Read *Module Overview* and *Module Description* in LumiNUS. |  |
| Week 2 Session 1 | 17/18 Aug | Writing Audience-centric Email Messages | View email writing links | Form CS2113T/CS2103T **project teams**. This team will last the entire duration of the semester.    (Condition: Multinational teams if class composition allows, otherwise, multiethnic teams. Max only 4 teams/tutorial group.) |
| Week 2 Session 2 | 20/21 Aug | 1. Audience Engagement in Oral Presentations 2. Briefing for Course Assessment (CA) 2 (15%): Oral Presentation 1 (OP1) | View OP links and summarize key points.    Reflect on your past OPs. What challenges do you often encounter? Prepare questions that you would like answered in this session. | Form **OP1 teams**  (Condition: Multinational teams. Only max 2 members from CS2113T/CS2103T teams is allowed. Max only 4 teams/tutorial group.).  NOTE: This second team is only for CS2101 OP1, and has no relation to  CS2103T/CS2113T. This team will be disbanded upon completion of OP1 in Week 6.  Note: CA2 (15%) group oral presentations (OP1) will be conducted over Weeks 5-6. |
| Week 3 Session 1 | 24/25 Aug | 1. Building Strong Teams 2. Conducting Productive Team Meetings 3. Briefing for CA1 (15%): Team meeting |  | By end of the day: Email ***Call to Meeting***and ***Agenda*** for OP1 team meeting to team members, cc tutor |
| Week 3 Session 2 | 27/28 Aug | CA1 Team Meeting  15 min/team | Individually prepare materials / info needed for OP1 meeting as per meeting agenda. DO NOT rehearse/script the meeting. | CA1 (15%): Team meeting    By end of the week: Email ***Meeting notes*** to team members, cc tutor. |
| Week 4 Session 1 | 31 Aug / 1 Sept | 1. Plagiarism Quiz 2. Giving and Responding to Feedback 3. Managing the Q&A Session | View notes and links on plagiarism |  |
| Week 4 Session 2 | 3/4 Sept | Writing Reader-Centric User Guides (UG) |  | CA4 (20%): User Guide (one UG per project team) is due at the end of Week 13. |
| Week 5 Session 1 | 7/8 Sept | CA2 Oral Presentation 1  Effective Listening and Nonverbal Communication  (16/20 min OP + 10 min Q&A) | OP teams - Prepare for OP and Q&A    Reviewing teams – Revise SBI method for giving feedback | CA2 (15%): Oral presentation (team presentation, individually graded)    Quality of peer review oral feedback contributes to 15% class participation. |
| Week 5 Session 2 | 10/11 Sept | CA2 Oral Presentation 1  Intercultural Communication  (16/20 min OP + 10 min Q&A) |
| Week 6 Session 1 | 14/15 Sept | CA2 Oral Presentation 1  Conflict Resolution, and Negotiation Skills  (16/20 min OP + 10 min Q&A) |
| Week 6 Session 2 | 17/18 Sept | CA2 Oral Presentation 1  Interview Skills  (16/20 min OP + 10 min Q&A) |
| Recess Week |  | Recess Week | | Submit Reflections to LumiNUS by end of recess week (contributes to 15% class participation). |
| Week 7 Session 1 | 28/29 Sept | Writing Reader-Centric Developer Guides (DG) |  | Note: You will need to submit a pdf DG to both CS2103T/CS2113T and CS2101, but the DG is ungraded in CS2101.  In CS2101, your technical writing skills are graded in only your UG (to be submitted at the end of Week 13). |
| Week 7 Session 2 | 1/ 2 Oct | 1. Product Demos 2. Product Pitches 3. Briefing for CA3 (20%): OP2 |  | Note: CA3 (20%) OP2 to be conducted in Week 12. |
| Week 8 Session 1 | 5/6 Oct | 1. Conveying technical information to non-technical audience 2. Briefing for CA4 (20%): User Guide |  |  |
| Week 8 Session 2 | 8/9 Oct | 1. OP2 In-class Team Meeting 2. Tech and Project Portfolios | Prepare for the meeting – send out an agenda, do the necessary reading and thinking before the meeting. | Participation contributes to 15% class participation. |
| Week 9 Session 1 | 12/13 Oct | Writing Progress Reports |  | Quality of Team progress reports contributes to 15% class participation. |
| Week 9 Session 2 | 15/16 Oct | OP2 Consultations  Any 2 teams @ 40-45 mins/team | Come with a detailed outline and specific questions to consult the tutor. | Attend only the slot scheduled for your team. |
| Week 10 Session 1 | 19/20 Oct | OP2 Consultations  Any 2 teams @ 40-45 mins/team |
| Week 10 Session 2 | 22/23 Oct | UGDG In-class Peer Reviews | Whole class attendance is expected. | Submit UGDG peer review reports to LumiNUS (quality of peer reports contributes to 15% class participation). |
| Week 11 Session 1 | 26/27 Oct | UG Consultations  20 mins/team | Come with specific questions to consult the tutor | Attend only the slot scheduled for your team. |
| Week 11 Session 2 | 29/30 Oct | No Lessons – Students prepare for OP2 |  |  |
| Week 12 Session 1 | 2/ 3 Nov | CA3 OP2: Product Demo  (6-9 mins/team of 2 or 3 pax + 5-10 min Q&A) | Whole class attendance is expected for both sessions. | CA3 (20%): OP2 (team presentation, individually graded) |
| Week 12 Session 2 | 5/6 Nov | CA3 OP2: Product Pitches  (6-9 mins/team of 2 or 3 pax + 5-10 min Q&A) |
| Week 13 Session 1 | 9/10 Nov | An approach to Writing Critical Reflections |  | Week 13 Friday: Submit UG and DG to CS2101.  \*In CS2101, the UG (CA4) constitutes 20% of your CA.  \*In CS2101, the DG is not graded. |
| Week 13 Session 2 | 12/13 Nov | CA5 In-class Critical Reflection Writing |  | CA5 (15%) Critical Reflection Essay   * To be submitted by end of class |