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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 Meeting15 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 1Effective 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 1Intercultural Communication(16/20 min OP + 10 min Q&A) |
| Week 6 Session 1 | 14/15 Sept | CA2 Oral Presentation 1Conflict Resolution, and Negotiation Skills(16/20 min OP + 10 min Q&A) |
| Week 6 Session 2 | 17/18 Sept | CA2 Oral Presentation 1Interview 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
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| 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 ConsultationsAny 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 ConsultationsAny 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 Consultations20 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
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