

UNIVERSITY of PLYMOUTH

Faculty of Technology

School of Engineering

Communication Skills

Module : MEDM127

Course Notes

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COMMUNICATION SKILLS

Introduction

(1) Importance of communication skills.

(2) **Your** skills - are they up to scratch ?

(3) Aims of this module:-

- (a) To utilise, consolidate and extend your communication skills.
- (b) Enable you to develop a sound approach to experimental, problem solving skills and examination skills.
- (c) To ensure awareness of good practice in written and verbal skills.

(4) You will need -:

- (1) - Calculator
- (2) - Mainly pen & paper
- (3) - An open mind
- (4) - To be present! (register)

(5) - Some tips :-

Keep your notes tidy and in order

Ring binders - hard cover,
(theft or loss !)

Experimental, Problem solving skills, Examination skills:

- (1) Communicating using Numbers and Mathematics
- (2) Communicating using Measurements
- (3) Exam Preparation and Communicating via Examination

Verbal and Written skills:

- (4) Communication via Visual and Verbal Presentations
- (5) Communicating in Written form (words and graphical)
- (6) General Study skills

You will be required to:

- (a) Take an in-course test on numerical/mathematical skills
- (b) Sit a 'practice' exam.
- (c) Give an illustrated talk on a particular subject.
- (d) Submit a written report (in conjunction with MECH115).

Although the above assessments are relevant to this module the lessons and techniques of this module apply to all modules of your course. Do not fall into the trap of only using the techniques learned for this module. They apply to all. Use them in all.