

# COMMUNICATIONS FOR ENGINEERING LEADERS

SECTIONS 7, 8, 9, 10, 11 TOPIC: Efficient Communication

WHEN: 15 weeks

## WHAT is this class?

Our focus is on producing short, succinct written documents and presentations that are essential to your professional success. By the end of this course, you will be able to

- Craft and revise a variety of written materials, including cover letters and project reports
- Summarize and synthesize ideas from published articles
- Turn your ideas into modular, skimmable, and clear writing.

## Who takes this class?

Students who:

- Are **new** to academic and professional communication
- Were **not** required to write academic papers and/or give presentations in their past
- Need to produce high-quality text in **time-sensitive** environments
- Seek especially to improve their writing.

## Who teaches this class?

Mark Bauer has a PhD in English from UC Berkeley and teaches courses in communication, writing, and English literature at the Fung Institute and in UC Berkeley's English Department. He is passionate about promoting the link between clear language and clear thinking.

## WHY take this class?

- Sharpen your elevator pitch.
- Share your technical expertise during networking events.
- Put your best foot forward in online bios and emails.