

DIGITAL COMMUNICATION IN THE 21ST CENTURY

Universidad Politécnica de Cartagena (UPCT)

From 25th to 29th April, 2022

21st century requires multiple communication skills, which allows us to use language as tool of communication. This event is intended as 5-day training programme which will include a range of lectures, seminars, workshops, debates, case studies and multiple team-building activities which will improve participants' oral, presentation, body language, negotiation, and argumentation skills. Gained skills will support analytical and critical thinking, decision-making, stress management, adaptability, collaboration, and openness to criticism. Specialists, lecturers, and field professionals will help participants to use language as a tool of communication. Participants will be introduced to the art of rhetoric, active listening, conflict resolution, non-verbal communication, and emotion control. It will improve not only their digital competences, but as well other essential communication skill which they can use starting their careers.

From 25th to 29th April, 2022_Room 1.10 Antiguones building (Escuela Técnica Superior de Ingeniería de Telecomunicaciones)

	25 th Monday	26 th Tuesday	27 th Wednesday	28 th Thursday	29 th Friday
9-9:45	-Welcoming, -Introducing the project, -Arranging students in groups & getting to know each other	On-line oral presentations	On-line oral presentations	Business communication/ video-meetings & Debate language Conducted by AED Engineering	Video-meeting; Debate through students' presentations on a specific topic, conducted by AED Engineering
9:45-11:30h	Digital writing skills				
11:30-12h	Coffee break				
12-13h	Digital writing skills practice	Group work	Group work	Group work	Evaluation of the course and closure
13-14h	Group work: agree on a topic for your presentation	Group work	Group work	Group work	

Please, notice that students must bring their own laptop.

CONTENTS

Day 1. Digital writing skills

- Raising awareness on digital genre
- Examples of digital writing
- Looking closer at a digital written genre (ongoing, collaborative, technical-professional, formal/informal, concise): the expert forums

Day 2. On-line oral presentations I,

- Introduction. Online vs Face-to-Face Presentations
- Presentation structure. Opening, body and closing; narrative
- Setting and slides

Day 3. On-line oral presentations II,

- Body language and building rapport on line.
- Other skills: Q & A sessions; Multicultural presentations.

Day 4. Business communication and video-meetings, AED Engineering

- What communicate and how to communicate in the workplace: on-line business meetings.
- Language for debating.

Day 5. On-line meeting, AED Engineering

- Video-meeting; Debate through students' presentations on a specific topic, conducted by AED Engineering.