CSE1204 – Information Systems 1
Tutorial 11 – Communication and Documentation

Tutorial Objectives:

- to develop a basic understanding of techniques for documenting systems development activities and deliverables
- to practise skills in creating documentation

Tutorial Task:

1. Oral Communication:

   Plan, structure and (if there is time) deliver an oral presentation on:
   • the way in which a computer works and its purpose to an audience of 8 year old primary school children.
   or
   • your inability to meet the deadline for the implementation of a new electronic tutorial registration system to your audience of lecturers in the School of Information Management and Systems of Monash University

   Outcome
   Narrowing the gap between presenter and audience in spoken and written communication requires a number of key skills. This exercise will help you understand the importance of planning/structure and context in order to facilitate and nurture effective communication between the author/speaker and their intended audience.