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Communication

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Activity 1: 5 minutes

Without using any other sources of information, identify what each acronym stands for.



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http://lowres.cartoonstock.com/business-commerce-jargon-acronyms-audiences-fyi-jyk-dcm1192_low.jpg

Here at Charles Darwin University (CDU), we offer students a range of study options. Students can choose to study face to face (internally) at one of our four Northern Territory campuses/centres: CAS, ASP, BAT and DPC.

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CDU	Charles Darwin University
CAS	Casuarina
ASP	Alice Springs
BAT	Batchelor
DPC	Desert People's Centre

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Alternatively, students can choose to study externally in a fully online environment. All units are categorised as OLR, OL or PB depending on whether they are offered fully online, partially online or rely on written materials. Students also have the option of enrolling in three different semesters: S1, S2 and SS.

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OLR	Online reliant
OL	Online
PB	Print based
S1	Semester 1
S2	Semester 2
SS	Summer semester

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To assist students in being successful with their studies, CDU provides a range of academic support services: the ALU assists students with study plans and timetables; the OIAS provides Indigenous students with academic support; and ALLSP is a program that provides all students with learning support.

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ALU	Academic Liaison Unit
OIAS	Office Of Indigenous Academic Support
ALLSP	Academic Language And Learning Success Program

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Points to note:

- > Context – **key words** within sentences provided the context for the acronyms
- > Acronym explained when first used
- > Assumptions about audience – CDU students should know CDU-related acronyms.

Lessons learned:

- *be wary of using acronyms*
- *contextualise and explain any terms (whether they be acronyms, technical terms or topic-specific terms) you may need to use*
- *be conscious of who your audience is and what assumptions you are making about them (in terms of their knowledge of the topic/content)*

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Today'sMeet

Activity 2: 3 minutes

Using *Today's Meet*, in 140 characters or less, explain the topic you have chosen for your final application project to someone who has no knowledge of remote sensing.

<https://todaysmeet.com/rs>

➤ How easy or difficult did you find this task?

➤ What did you have to think about before writing your post?

➤

Points to note:

- Simple, clear language
- Brevity –concise and exact use of words
- Avoid jargon
- Intended audience was defined
- Your purpose was clearly articulated

Lessons learnt:

- Audience
- Their Context
- Your Purpose

➤

Intended audience

Assumptions about the audience

Title

Purpose

- **How do you know?**
 - *Textual characteristics*
- **Considerations**
 - *Language*
 - *Tone*
 - *Presentation style*
 - *length*

➤