TEACHING TRANSFERABLE SKILLS

Instructor Resource Guide

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THE VALUE OF ESSENTIAL SKILLS

Higher education is evolving to prepare students for an unpredictable and rapidly changing world. While content knowledge remains important, research consistently shows that students also need transferable skills — such as communication, critical thinking, and teamwork — to navigate professional and civic life successfully (National Association of Colleges and Employers, 2021). The ten essential skills outlined in this resource guide equip students with the competencies they need to approach complex problems, collaborate effectively, and adapt to new challenges.

Employers emphasize these skills as crucial for career readiness. Surveys from the AAC&U and NACE highlight that strong communication, problem-solving, and teamwork abilities are among the most sought-after competencies in the workforce (AAC&U, 2022). Yet, many students and instructors alike struggle with how to explicitly teach and assess these skills in coursework. This guide provides practical strategies for integrating skill development into course design, ensuring students not only learn content but also gain the ability to apply it effectively.

Designing Courses with Skills in Mind

A crucial step in integrating essential skills into coursework is aligning them with course learning objectives. Well-written learning objectives help students see the relevance of skill development and provide clear expectations for how they will engage with and demonstrate these skills.

Prompts to Encourage Skill-Based Learning Design

- How can students practice applying this concept in a novel situation?
- In what ways can students demonstrate their understanding beyond traditional exams or papers?
- How can students reflect on their skill development and articulate their growth?

Guidelines for Writing Learning Objectives that Incorporate Skills

- Use Bloom's Taxonomy to frame objectives in terms of cognitive processes (e.g., analyze, evaluate, create).
- Be explicit about the skill being developed alongside the content.
- Use active verbs that align with measurable outcomes.
- Connect the skill to real-world applications or discipline-specific challenges.
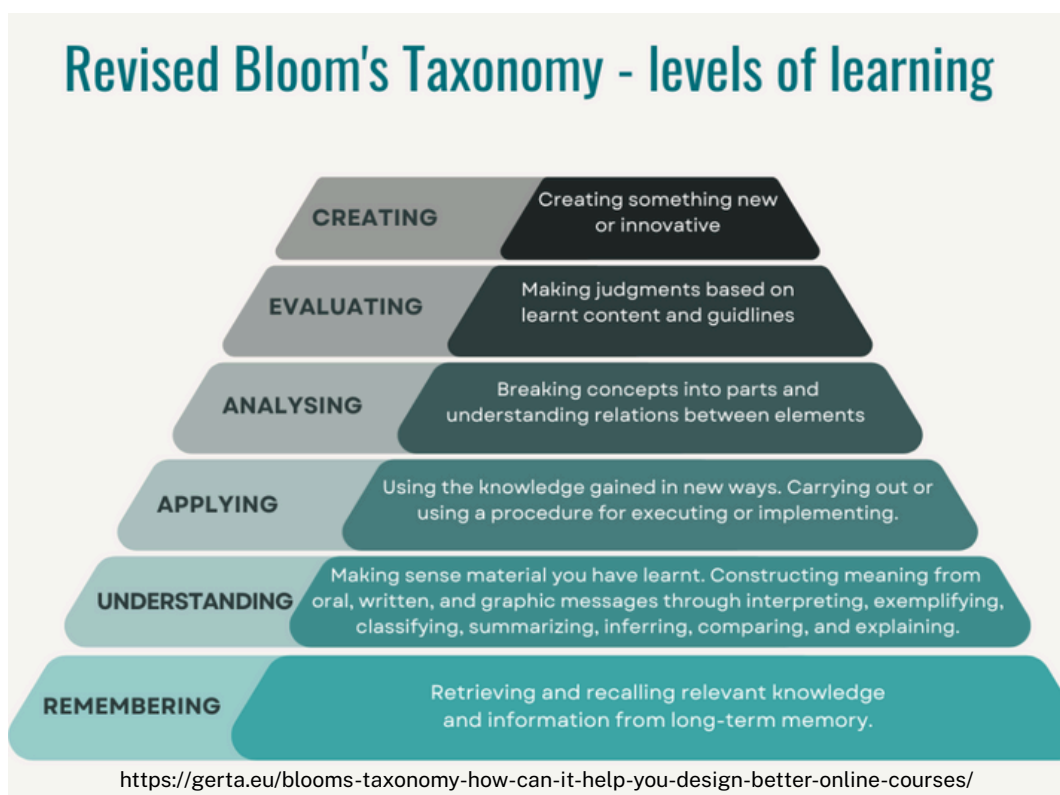
I**nstead of**: *Students will understand research methods in sociology.*

Try: *Students will evaluate and communicate research findings through clear, structured written reports and oral presentations.*

Instead of: *Students will learn about ethical dilemmas in business.*

Try: *Students will analyze ethical dilemmas and articulate well-reasoned responses using professional and persuasive communication strategies.*

By intentionally crafting learning objectives that integrate essential skills, instructors can create a more meaningful and applied learning experience for students.

Revised Bloom's Taxonomy - levels of learning

CREATING	Creating something new or innovative
EVALUATING	Making judgments based on learnt content and guidlines
ANALYSING	Breaking concepts into parts and understanding relations between elements
APPLYING	Using the knowledge gained in new ways. Carrying out or using a procedure for executing or implementing.
UNDERSTANDING	Making sense material you have learnt. Constructing meaning from oral, written, and graphic messages through interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining.
REMEMBERING	Retrieving and recalling relevant knowledge and information from long-term memory.

https://gerta.eu/blooms-taxonomy-how-can-it-help-you-design-better-online-courses/

USING AI TO SUPPORT SKILL DEVELOPMENT

Why AI Matters in Skill Development

Artificial intelligence (AI) is rapidly transforming the way we learn, work, and communicate. While AI tools offer powerful ways to enhance problem-solving, streamline workflows, and support decision-making, they are most effective when used strategically and reflectively. Developing AI literacy is an essential component of career readiness, allowing students to use AI ethically, critically evaluate its outputs, and integrate AI-generated insights with human expertise (Mollick & Mollick, 2023).

Rather than viewing AI as a shortcut or replacement for essential skills, students should be encouraged to engage with AI as a cognitive partner, helping them build, refine, and reflect on their competencies. This section outlines how AI can support learning and skill development while reinforcing the importance of human judgment, creativity, and ethical reasoning in its use.

Approaches to AI Use as a Skill

Students and educators can leverage AI in three primary ways to support the development of essential skills:

1 Thought Partner

AI can help generate ideas, provide alternative perspectives, and refine arguments by offering structured prompts and insights

2 Research & Analysis Tool

AI can assist in finding patterns, summarizing complex information, and identifying trends across large datasets.

3 Skill Reflection & Improvement

AI can offer feedback on writing, communication, and critical thinking, helping students reflect on their work and refine their skills.

Essential Skill 1
COMMUNICATE EFFECTIVELY

Graduates will develop their ability to communicate effectively by listening, weighing influencing factors, and responding accurately and professionally. They will learn to express their thoughts coherently in writing, orally, and in formal presentations.

Essential Skill 1
COMMUNICATE EFFECTIVELY

Why It Matters

Effective communication is a cornerstone of both personal and professional success. It enables individuals to convey ideas clearly, build relationships, and navigate complex interactions. In professional settings, strong communication skills are linked to enhanced teamwork and productivity, as they facilitate clear articulation of goals and collaborative problem-solving (HIMSS, 2023). Moreover, effective communication is vital for leadership, as it helps generate rapport, build trust, and encourage collaboration towards common goals (University of Pennsylvania, 2023). In healthcare, quality communication has been shown to improve patient-centered outcomes, highlighting its critical role across various fields (BMC Health Services Research, 2023). By mastering effective communication, graduates are better equipped to influence, motivate, and drive positive change in their personal and professional lives.

Integrating This Skill into Your Course

Students benefit from structured opportunities to refine their communication skills across multiple formats. Consider incorporating the following strategies:

- Make communication an explicit learning outcome. Whether through formal assignments, in-class discussions, or collaborative projects, highlight how communication contributes to the course's goals.
- Introduce expectations early. Set clear communication standards from the start, reinforcing professional tone, organization, and active listening as essential components of student work.
- Provide varied practice opportunities. Encourage students to engage in peer review, structured debates, or scaffolded writing assignments to refine their ability to communicate effectively in different settings.
- Support communication within group work. Establish team communication norms and expectations, prompting students to reflect on how they engage with peers.
- Encourage self-assessment and reflection. Provide opportunities for students to evaluate their own communication strengths and areas for growth throughout the semester.

Addressing Student Buy-In

Some students may assume that communication is a skill they've already mastered or see it as secondary to technical knowledge in their field. Addressing these perceptions can enhance engagement:

- Acknowledge prior experience. Frame communication as a lifelong skill that evolves over time and across contexts.
- Emphasize real-world application. Connect communication skills to future careers, showing how they support leadership, teamwork, and professional success.
- Encourage reflection and revision. Helping students see communication as an iterative process can shift their perspective from focusing solely on the final product to developing stronger skills over time.

Example Scaffolded Skill Assignment Progression

A structured approach ensures students develop effective communication skills progressively, moving from personal expression to persuasive techniques and professional collaboration. By gradually increasing the complexity of communication tasks—starting with individual reflection, advancing to structured argumentation, and culminating in team-based presentations—students gain confidence and proficiency in both written and oral communication. This scaffolded development ensures that graduates can articulate ideas clearly, engage effectively in professional dialogue, and tailor their communication to diverse audiences and contexts, preparing them for success in both academic and workplace settings.

Stage	Activity Example
Early Semester	Low-stakes peer discussions, brief written reflections, concept mapping
Mid-Semester	Structured debates, scaffolded writing assignments with peer review
End of Semester	Formal research paper, professional oral presentation, group project with public audience

The CPE Essential Skill Rubric for Communicating Effectively

Effective communication is foundational to student success in academic, professional, and civic life. The Kentucky Council on Postsecondary Education (CPE) Essential Skill Rubric provides a structured framework to assess and support students as they grow in their ability to communicate effectively across written, oral, and interpersonal contexts.

How This Guide Can Support You

This guide offers practical, scaffolded activities aligned with the CPE Essential Skill Rubric for Communicating Effectively. These activities are designed to help instructors:

- Integrate structured opportunities for students to practice communication skills through in-class discussions, written exercises, and presentations.
- Support students in refining their communication over time by offering activities designed for Benchmark, Milestone, and Capstone levels of the rubric.
- Adapt activities to fit their teaching style and course goals, whether as low-stakes, in-class exercises or formal assessments tied to student learning outcomes.

Each activity includes guidance on implementation, along with AI-supported and non-AI alternatives, providing instructors with multiple options based on their course structure and student needs.

- When using this guide, instructors may find it helpful to consider:
- Where communication skills naturally align with their existing course activities and assignments.
- Whether an activity works best as a formative practice opportunity or a summative assessment.
- How to adapt an activity for different class sizes, disciplines, or student experience levels.

By using these activities, instructors can create meaningful opportunities for students to develop confidence in their verbal, written, and interpersonal communication skills while maintaining flexibility in their teaching approach.

Essential Skill 1: Communicate effectively

Graduates will communicate effectively by listening, weighing influencing factors, and responding accurately and professionally. They will express their thoughts coherently in writing, orally, and in formal presentations.

Benchmark College entry	Milestone End of 2 years of college	Capstone Bachelor's degree completion
Asks questions to clarify understanding.	Gives focused attention to others, asks clarifying questions, and shows awareness of non-verbal signals.	Facilitates conversation by using active listening techniques and non-verbal signals.
Expresses thoughts and ideas through writing.	Writes formally and informally using logical structure, complete sentences, standard grammar and correct punctuation.	Tailors written communication to the audience and situation, such as using professional vocabulary and tone and a logically organized structure that is suited to the context and purpose.
Shares content through one-on-one and small group conversations.	Engages in formal conversations with peers and professionals by offering information and ideas.	Prepares, structures, and delivers an oral presentation in a professional setting.

Instructional Materials

Explore adaptable example activities, assignments, and assessments

Activity
Peer-to-Peer Clarification Exercise

Objective
To help students develop active listening and clarifying question skills by engaging in structured peer conversations that promote deeper understanding.

Context
Asking effective clarifying questions is an essential communication skill in both academic and professional settings. However, students often hesitate to ask questions out of fear of looking uninformed, or they struggle to formulate specific and productive inquiries.

Research suggests that peer discussion enhances learning by requiring students to verbalize their understanding and refine their ideas through questioning and feedback (Chi & Wylie, 2014). Engaging in structured peer conversations encourages students to actively listen, identify gaps in their understanding, and seek clarification in a supportive environment. This process strengthens their ability to communicate effectively and think critically in both formal and informal discussions.

Instructions

1. Topic Selection
- The instructor assigns students a complex topic from the course, or students choose one they find challenging.
- The topic should have multiple layers of complexity, requiring explanation and discussion (e.g., a scientific process, historical event, or theoretical concept).

2. Pairing & Initial Explanation
- Students pair up and take turns explaining the topic to their partner.
- The explaining student must speak for at least one minute, while their partner only listens actively without interrupting.

Activity

Instructions continued

3. Ask Clarifying Questions

- After listening, the partner must ask at least three clarifying questions to deepen their understanding of the topic.
- Students can use the following question categories to guide them:
  - Definition Clarification:
    - "Can you explain what you meant by [specific term]?"
    - "Is there another way to define [concept]?"
  - Examples & Applications:
    - "Can you give me an example of how this works in real life?"
    - "How would this idea apply to [a different context]?"
  - Comparisons & Contrasts:
    - "How does this compare to [related concept]?"
    - "What makes this different from [another similar idea]?"
  - Process & Steps:
    - "Can you break this down into steps for me?"
    - "Which step is the most important, and why?"
  - Alternative Explanations:
    - "If I were struggling to understand this, how else could you explain it?"
    - "Can you relate this to something more familiar?"

4. Role Reversal

- Students switch roles, repeating the process with a new topic or a different aspect of the original topic.

5. Reflection & Discussion

- Each student writes a brief reflection answering:
  - "Which clarifying question was the most effective?"
  - "How did the questions help refine my understanding?"
  - "Did I struggle to explain anything clearly? Why?"
- In small groups, students share insights about the effectiveness of different questioning strategies.
- The instructor facilitates a whole-class discussion about why clarifying questions matter in professional and academic conversations.

Activity
Peer-to-Peer Clarification Exercise

TIPS

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- Encourage Active Listening:
  - Emphasize listening without interrupting to allow the speaker to fully express their ideas.
  - Have students maintain eye contact and take notes to show engagement.
- Model Good Questions:
  - Before the activity, demonstrate ineffective vs. effective clarifying questions so students understand the difference.
  - Example of a weak question: "Can you say that again?"
  - Example of a strong question: "Could you rephrase that using a real-world example?"
- Encourage Open-Ended Questions:
  - Questions that start with "why," "how," or "what if" lead to deeper discussion and better explanations.
- Use as a Recurring Activity:
  - Repeat this throughout the semester with different topics to reinforce continuous improvement in questioning skills.

Activity

Example Assessment

Clarifying Conversation Reflection

- One-page reflection with embedded or attached clarifying question transcript
- After completing the peer conversation activity, each student submits a short reflection answering:
  - Which clarifying question was the most effective and why?
  - How did the questions help refine your understanding?
  - Did you struggle to explain anything clearly?

Criteria	Exemplary	Proficient	Developing	Needs Improvement
Question Quality	Multiple specific, open-ended clarifying questions that deepen understanding	Some clarifying questions that prompt further explanation	Questions are vague or mostly yes/no	Questions missing or not relevant
Listening & Response Reflection	Reflection Reflection clearly explains how listening and questions improved understanding	Reflects on at least one moment of clarification	Vague discussion of conversation	No meaningful reflection
Self-Awareness	Identifies clear communication strengths and areas for growth	Identifies at least one communication challenge	Mentions struggle but lacks detail	No self-assessment provided

AI-Supported Activity
Interactive Questioning with AI Chatbots

Objective
Help students practice asking clarifying questions in conversations and refining their understanding of a topic.

Context
Developing effective communication skills is crucial for students, particularly in their ability to ask clarifying questions to deepen understanding. Many students struggle to articulate exactly what they don't understand or to phrase effective questions that lead to clearer explanations. AI chatbots can provide a low-pressure, interactive environment where students can test their ability to ask good questions in real time. Research suggests that AI-driven dialogue systems help students improve their questioning techniques, critical thinking, and comprehension by providing instant feedback and interactive discussions (Labadze et al., 2023).

Instructions
1. Students choose a complex topic from their coursework that they want to understand better.
2. Students use an AI chatbot (e.g., ChatGPT, Perplexity, Claude) and initiate a conversation with the AI prompt template provided above.
3. Students ask at least three follow-up questions based on AI's responses, choosing from the categories above.
4. Students record both the AI's initial explanation and their follow-up questions with responses. They highlight which questions were most effective in deepening their understanding.
5. Students write a short reflection on:
   a. What types of follow-up questions worked best.
   b. Whether the AI's responses were helpful and accurate.
   c. How they could improve their questioning techniques.
6. In small groups, students share examples of good follow-up questions and discuss what made them effective.
7. The instructor facilitates a discussion on why clarifying questions matter in professional and academic communication.

AI-Supported Activity

Prompt Template (for Student Use)

"Hello, I am a student practicing how to ask clarifying questions to deepen my understanding of various topics. Could you please explain [specific topic] to me as if I am new to it? I will ask follow-up questions based on your explanation."

Follow-up Questions to Ask

After the AI provides an initial response, students should practice asking specific follow-up questions to gain deeper understanding and clarity.

Definition Clarification	• "You mentioned [key term from AI's response]. Could you explain what that means in simpler terms?" • "How does [key term] relate to the overall topic?"
Examples & Applications	• "Can you give me a real-world example of this concept?" • "How would this idea be applied in [specific scenario]?"
Comparisons & Contrasts	• "How does this compare to [a related concept]?" • "What are the main differences between [concept A] and [concept B]?"
Processes & Steps	• "Can you break this down into steps to help me understand how it works?" • "Which step is the most important, and why?"
Assumptions & Challenges	• "Are there any common misunderstandings or mistakes people make when learning this?" • "What assumptions does this concept rely on?"
Alternative Explanations	• "Can you explain this in a different way or use an analogy?" • "If I were teaching this to someone else, what would be the easiest way to explain it?"

TIPS

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- Instead of asking surface-level questions, push students to ask "why" and "how" questions that require detailed explanations.
- Have students cross-check AI explanations with course materials or instructor feedback.
- Encourage students to revise their questions if they feel the AI's response was too vague or unclear.
- After practicing with AI, have students apply the same questioning techniques in peer discussions or office hours with instructors.

Activity

Example Assessment

AI Conversation Analysis

- Students use the chatbot to learn about a complex course concept. They must:
  - Ask at least three clarifying questions across different categories (definition, example, comparison, etc.)
  - Highlight which question deepened their understanding the most
  - Reflect on how the AI's responses impacted their learning

Criteria	Exemplary	Proficient	Developing	Needs Improvement
Follow-Up Questioning	Three or more thoughtful follow-ups from different categories	Three questions, but with limited variation	One or two follow-ups, somewhat repetitive	No meaningful follow-up
Analysis of AI Response	Reflection critically evaluates the helpfulness and accuracy of AI feedback	Notes which parts were helpful, but lacks depth	Some basic reaction, limited analysis	No discussion of AI effectiveness
Questioning Technique Growth	Identifies specific questioning techniques to improve	General insight into improvement	Vague or unclear path for growth	No awareness of growth or strategy

AI-Supported Activity
AI-Assisted Professional Email Writing

Objective
To develop students' ability to write clear, professional emails by using AI-generated feedback for revision and improvement.

Context
Professional email communication is a crucial skill in both academic and workplace settings, requiring students to tailor their tone, structure, and content for different audiences. However, many students struggle with achieving the right balance of formality and clarity in their writing (Machili, 2014).

Workplace studies indicate that employees are expected to communicate effectively via email, but differences in industry expectations, audience, and tone create challenges for students transitioning from academic to professional settings (Machili, 2014). AI writing assistants provide immediate feedback on structure, tone, and clarity, helping students practice adjusting their emails for different professional scenarios before engaging in real-world communication.

Instructions

1. Scenario Assignment

- Students receive a real-world email scenario, such as:
  - Requesting an informational interview.
  - Following up on a job application.
  - Responding to feedback from an instructor.
  - Asking for an extension on an assignment (in a professional manner).

2. First Draft Without AI

- Students write a first draft of the email based on their scenario.
- The email should include:
  - A clear subject line.
  - A professional greeting.
  - A concise and well-structured body with a clear purpose.
  - A polite closing statement.

AI-Supported Activity
Instructions continued

3. AI Feedback & Revision
- Students input their draft into an AI writing assistant (e.g., Grammarly, Notion AI, ChatGPT) using the AI prompt template provided.
- AI provides specific feedback on clarity, tone, and audience appropriateness.
- Students revise their email based on AI's suggestions.

4. Peer Review & Discussion
- Students exchange their revised emails with a peer for human feedback.
- Each student provides constructive feedback on:
  - Tone and professionalism.
  - Clarity and conciseness.
  - Structure and formatting.

5. Final Submission and Reflection
- Students submit:
  - Their initial draft.
  - Their AI-revised version.
  - Their peer-reviewed version.
  - A short reflection answering:
    - "What improvements did AI suggest, and did you find them helpful?"
    - "How did peer feedback differ from AI feedback?"
    - "What will you do differently when writing professional emails in the future?"

Prompt Template (for Student Use)

Step 1: Generating an Initial Draft
"I need to write a professional email for [specific situation, e.g., requesting a meeting with a professor, following up after a job interview]. Please provide guidance on the appropriate structure, tone, and wording for this situation."

Step 2: Refining the Draft with AI Feedback
"Analyze my email for clarity, tone, and professionalism. Provide three specific suggestions to improve audience appropriateness and effectiveness."

AI-Supported Activity
AI-Assisted Professional Email Writing

TIPS ⓘ

- Encourage Tone Sensitivity:
  - Discuss tone and audience adaptation, emphasizing why over-reliance on AI can sometimes lead to overly formal or robotic language.
- Model Strong vs. Weak Emails:
  - Show examples of strong vs. ineffective professional emails and analyze their differences as a class.
- Teach AI as a Writing Aid, Not a Replacement:
  - Remind students that AI is a tool, but human judgment and context awareness are still essential.
- Connect to Career Readiness:
  - Highlight how professional email skills are essential for networking, internships, and workplace communication.

Activity

Example Assessment

Professional Email Portfolio

- Students receive a real-world email scenario (e.g., requesting a deadline extension). They write an initial draft, revise using AI, then swap emails with a peer for feedback.
- Reflection prompts include:
    - "What did the AI suggest, and how did it change your draft?"
    - "What was the most useful piece of peer feedback?"
    - "How will you apply this experience to future communication?"

Criteria	Exemplary	Proficient	Developing	Needs Improvement
Initial Draft Clarity	Professional tone, clear structure, appropriate content	Mostly professional, with some awkward phrasing	Informal tone or unclear structure	Off-topic or incomplete
AI Revision Effectiveness	Meaningfully revised using AI suggestions, with improved clarity and tone	Some improvement based on AI suggestions	Minimal revision, limited improvement	AI suggestions ignored
Peer Feedback Integration	Thoughtfully engages with peer suggestions in the final version	Responds to peer feedback, but with minor changes	Acknowledges feedback but doesn't revise	Ignores or doesn't include peer feedback
Reflection Insight	Clear understanding of communication growth and next steps	Some insight into skill development	Reflection lacks depth or focus	No reflection submitted

Activity
Live Panel Discussion & Peer Feedback

Objective
To develop students' ability to facilitate professional discussions, integrating active listening, structured argumentation, and public speaking techniques in a formal setting.

Context
Professional communication frequently requires individuals to engage in structured discussions, whether in meetings, panel presentations, or collaborative decision-making. Panel discussions simulate real-world professional conversations, where students must articulate ideas clearly, respond thoughtfully to others, and engage in active listening (Ampatuan & San Jose, 2016).

Instructions

1. Panel Formation & Topic Selection
- Students are divided into small panels of 4–5 members.
- The instructor assigns relevant discussion topics based on course content. Example topics:
  - STEM: Ethical implications of artificial intelligence.
  - Business: The impact of remote work on corporate culture.
  - Social Sciences: Strategies for reducing social inequality.
  - Humanities: The role of storytelling in shaping cultural identity.

2. Panelist Roles & Preparation
- Each student takes on a specific role:
  - Moderator – Guides the discussion, keeps time, and ensures balanced participation.
    - The moderator develops 3–4 guiding questions to facilitate the discussion.
  - Panelists (3–4 students per group) – Present arguments, respond to questions, and engage in discussion.
    - Panelists research their topic and prepare 3–5 key talking points to contribute.
  - Audience Members – Observe the panel and prepare questions to ask panelists.

Activity
Instructions continued

3. Live Panel Discussion
- The moderator introduces the topic and directs panelists to share their perspectives.
- Panelists present their viewpoints concisely, responding to the moderator's and audience's questions.
- The discussion continues for 10–15 minutes, allowing panelists to:
    - Defend and clarify their arguments.
    - Engage with differing perspectives.
    - Use evidence to support their points.

4. Audience Engagement & Q&A
- After the initial panel discussion, audience members ask panelists questions.
- Panelists respond thoughtfully, demonstrating verbal adaptability and clarity.

5. Peer Feedback & Reflection
- Each panel receives feedback from the instructor and peers, focusing on:
    - Clarity & Structure – Was the speaker well-organized and easy to follow?
    - Engagement – Did the speaker interact meaningfully with others?
    - Active Listening – Did the speaker acknowledge and build on others' points?
- Each student writes a brief reflection on:
    - "How did I contribute to the discussion?"
    - "What strategies helped me communicate more clearly?"
    - "What would I improve in future discussions?"

Activity
Live Panel Discussion & Peer Feedback

TIPS
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- Encourage Time Management:
  - Provide each panelist with 2–3 minutes for their initial remarks before opening the discussion.
- Model Strong Facilitation:
  - Before the activity, demonstrate a well-structured panel discussion, showing how to introduce a topic, transition between speakers, and manage time effectively.
- Use Real-World Scenarios:
  - Frame the discussion around current events or industry-relevant challenges to increase engagement.
- Encourage Balanced Participation:
  - Remind students that strong communication isn't just about talking — it's also about listening and responding thoughtfully.

AI-Supported Activity
AI-Enhanced Presentation Coaching

Objective
To refine students' oral presentation skills through AI-powered feedback on clarity, pacing, and engagement.

Context
Public speaking is a critical skill for professional success, but many students struggle with confidence, clarity, and audience engagement when delivering presentations. Research indicates that structured feedback on verbal and non-verbal communication helps students improve delivery and tailor their presentations to their audience (Ampatuan & San Jose, 2016).

AI-powered speech analysis tools provide instant feedback on factors such as pacing, filler words, tone variation, and audience engagement, allowing students to analyze and refine their speaking skills in real time. Using AI for presentation coaching lowers anxiety by giving students a private, low-stakes opportunity to practice and adjust their delivery before presenting in front of an audience.

Instructions

1. Presentation Development
- Students draft and rehearse a professional presentation on an assigned or chosen topic.

2. AI Feedback on Structure
- Students input their speech outline into an AI tool (e.g., ChatGPT) using the first prompt template to receive recommendations on organization, flow, and key points.

3. AI Speech Analysis for Delivery

- Students record their oral presentation and upload it to an AI-powered speech analysis tool (e.g., Yoodli, Microsoft Presentation Coach).
- AI provides feedback on pacing, filler words, tone variation, and clarity.

AI-Supported Activity
Instructions continued

4. Self-Assessment & Peer Review
- Students reflect on their AI-generated feedback and record a second attempt, applying suggested improvements.
- They then present in small groups and receive peer feedback on delivery, audience engagement, and clarity.

5. Peer Review & Discussion
- Students deliver their final presentation to the class or a professional audience.
- They submit a short reflection answering:
    - "What aspects of my presentation improved the most?"
    - "How did AI feedback compare to human feedback?"
    - "What will I continue to practice in future presentations?"

Prompt Template (for Student Use)
Step 1: Structuring Your Speech
"I am preparing a [5-minute/10-minute] presentation on [topic]. Can you help me organize my ideas in a clear and engaging way? Please suggest an effective structure, transitions, and key points to emphasize for my audience."

Step 2: Practicing with AI Speech Analysis
"Please analyze my speech delivery and provide feedback on my pacing, tone, clarity, and engagement. What should I improve to make my presentation more compelling?"

TIPS
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- Encourage Multiple Practice Rounds:
    - Students should practice at least twice with AI feedback before presenting live.
- Discuss AI Bias in Speech Evaluation:
    - AI may not always interpret tone and engagement accurately, so students should balance AI feedback with peer and instructor input.
- Tie This to Career Preparation:
    - This activity mirrors real-world professional presentations, such as conference talks, job interviews, and workplace briefings.

Activity

Example Assessment

Presentation Coaching Portfolio

- Deliverables: Slide deck or speech outline, Video recording 1 (pre-feedback), AI feedback summary, Video recording 2 (post-feedback), Peer feedback form, Final self-reflection
- Students draft and practice a short presentation, upload it to an AI tool like Yoodli or Microsoft Presenter Coach, revise delivery, then present live or submit a final recording.
- Reflection questions may include:
  - "What changed in your presentation between takes?"
  - "How did AI and human feedback compare?"
  - "What will you prioritize when preparing future presentations?"

Criteria	Exemplary	Proficient	Developing	Needs Improvement
Oral Delivery (post-feedback)	Confident, clear, engaging; strong pacing and tone	Mostly clear with minor delivery issues	Uneven pacing, tone, or clarity	Inaudible, unstructured, or disengaged
Slide or Outline Quality	Logical flow, visually effective, supports main ideas	Mostly clear and relevant	Disorganized or overly text-heavy	Missing or unhelpful
AI Feedback Integration	Thoughtful revision addressing specific feedback	Some evidence of revision	Minimal changes after feedback	No evidence of revision
Reflection	Insightful reflection on growth and future strategies	General comments on improvement	Minimal or unclear reflection	Reflection missing or off-topic

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Additional Resources

Essential Skill 1: Communicate Effectively

Podcasts

"The Alan Alda Center" *Tea for Teaching* https://teaforteaching.com/340-the-alan-alda-center/

"Communication Literacy in the Age of AI" *Teaching in Higher Ed*
https://teachinginhighered.com/podcast/communication-literacy-in-the-age-of-ai/

Web Resources

"Ways to integrate communication skills into Higher Education"
https://www.pearson.com/content/dam/global-store/global/resources/efficacy/ways-to-integrate-communication-skills-into-higher-education.pdf

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