

Name \_\_\_\_\_

Date \_\_\_\_\_ to \_\_\_\_\_



## Scientific Communication Yearly Progress Report

**Describe the major opportunities you have had to practice the following scientific communication skills in the past year.**

### Writing

- Write a cover letter for a journal submission  
Submitted? \_\_Yes\_\_ No Name of journal: \_\_\_\_\_
- Original research manuscript  
If partial, which section(s): \_\_\_\_\_  
Submitted? \_\_Yes\_\_ No Name of journal: \_\_\_\_\_
- Original abstract  
Name & date of conference: \_\_\_\_\_
- Grant applications  
If partial, which section(s): \_\_\_\_\_  
Name & type of grant: \_\_\_\_\_
- Thesis  
Describe progress: \_\_\_\_\_
- Other written products  
Describe: \_\_\_\_\_

### Presenting

- Research project talk at a conference  
Name & date of conference: \_\_\_\_\_
- Research talk at a lab meeting Date: \_\_\_\_\_
- Presentation at a journal club Article: \_\_\_\_\_
- Department seminar Date: \_\_\_\_\_
- Poster exhibition  
Name & date of conference: \_\_\_\_\_
- Other presentations  
Describe: \_\_\_\_\_

### Speaking

- Asked the speaker a question at a seminar or lecture  
How frequently? \_\_\_\_\_
- Asked a question at journal club or lab meeting  
How frequently? \_\_\_\_\_
- Led a small group discussion Date & subject: \_\_\_\_\_
- Introduced a seminar speaker  
Name of speaker & date: \_\_\_\_\_
- Explained your research to a new student in the department
- Other speaking  
Describe: \_\_\_\_\_

**List any additional activities on the back of this sheet.**

**Describe the activities you would like to complete in the upcoming year, the steps you need to take to complete them, and when you aim to complete them by.**

Writing

- 1. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_

Presenting

- 1. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_

Speaking

- 1. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_ Complete by: \_\_\_\_\_



## Scientific Communication Engagement Ideas

### Writing

- All or part of a manuscript
- All or part of a thesis
- An abstract
- A cover letter for a journal submission
- A section of a grant application
- A fellowship application
- A protocol or SOP for something you do (lab technique, data analysis)
- A literature review
- A summary of:
  - A paper you read
  - A talk you went to
  - A conference you attended
- A guest blog post for a journal like PLOS
- A description of the group's research for the lab website
- A blog post for the lab website
- An agenda for your one-on-one or lab meeting

### Presenting

- At a lab meeting:
  - A research update
  - A (full) research presentation
  - A summary of a talk you attended
  - A summary of a conference you attended
  - A summary of a paper you read
- At a conference:
  - Give a research talk
  - Present a poster
- Research talk at a department seminar
- Presentation at a journal club
- Practice by presenting an old poster from the lab
- Prepare and give an elevator speech
- Introduce a seminar speaker

### Speaking

- Ask a question at:
  - A seminar or lecture
  - A journal club
  - A lab meeting
- Lead a small group discussion
- Explain your research to:
  - A new student within your field
  - A new student outside your field
  - A faculty member your PI collaborates with
- Lead a lab tour
- Recruit a new student at a career fair or conference
- Make a new networking connection at a conference
- Explain your research to a layperson
- Participate in an outreach event