

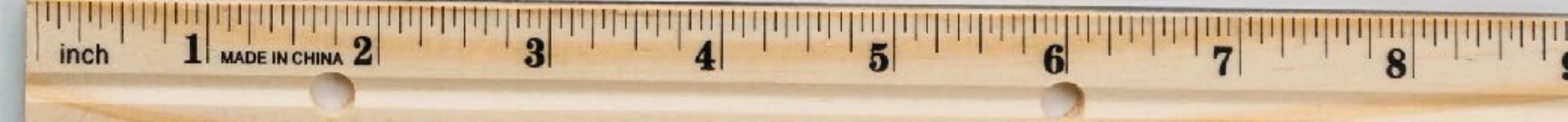
WELCOME BACK!



*Thank you for
coming to class
on time!*

**ENGINEERING
TECHNICAL
COMMUNICATIONS**
WEEK #10
LESSON 1

PRISMACOLOR®
Plastic Eraser
Gomme en plastique





RECAP

Last Class:

- Formal Reports
- Formal Reports Kahoot! Quiz

Today:

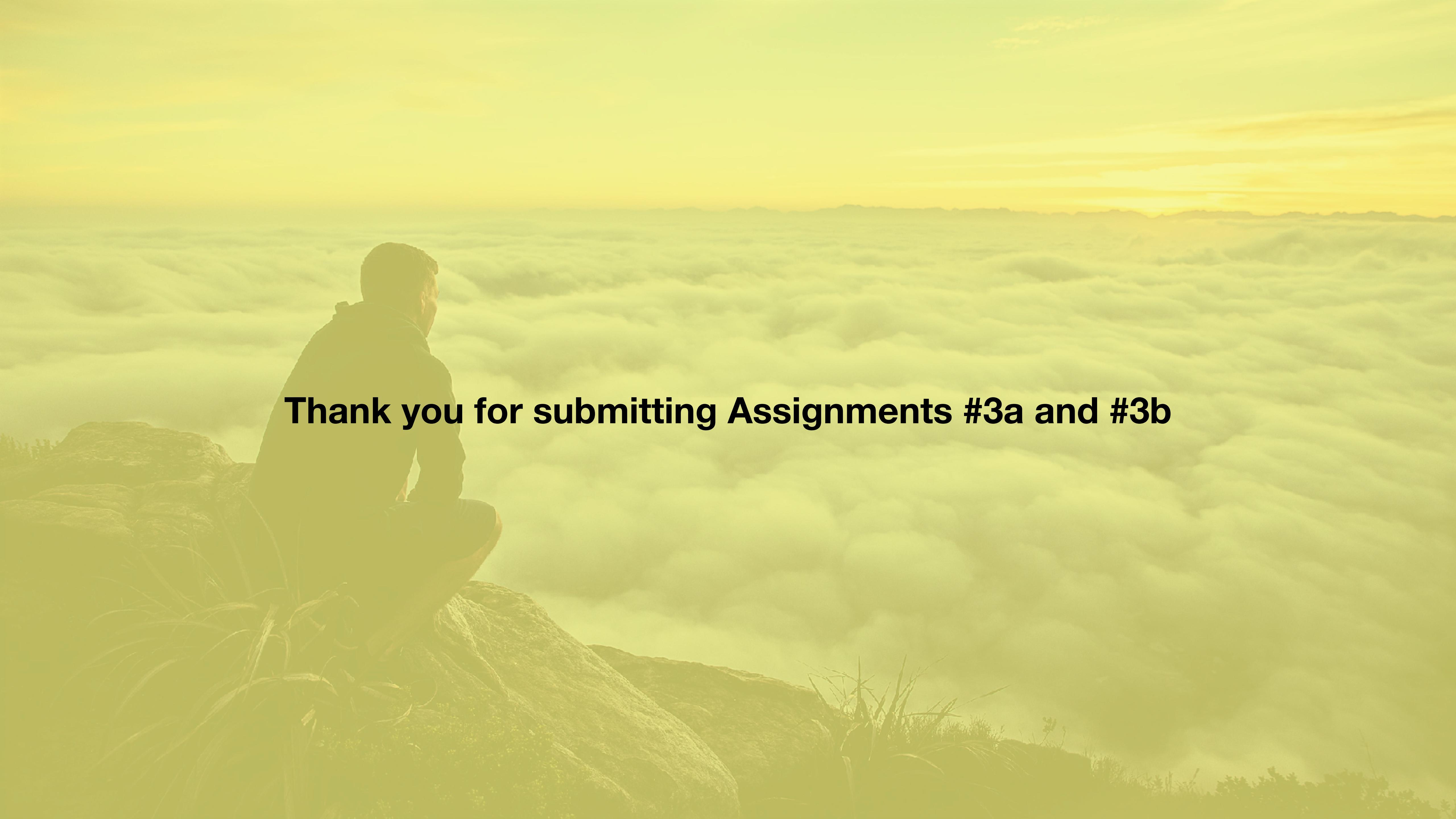
- Presentation Visuals
 - Preparing a Presentation
 - Tools
 - Slide Design Tips
- Elevator Talk Peer Review



ANNOUNCEMENTS

A photograph of a group of approximately ten people, mostly young women, gathered around a large wooden table in a rustic, wood-paneled room. They are engaged in conversation, with some smiling and laughing. The room has hanging pendant lights and shelves filled with books and decorative items.

Discussion Post #2 grades are now available.

A photograph of a person sitting on a rocky cliff edge, looking out over a vast, misty landscape. The person is seen from behind, wearing a dark jacket. The landscape is covered in low-hanging clouds or fog, with distant hills visible under a hazy sky.

Thank you for submitting Assignments #3a and #3b



A note about multiple submissions

SO, WHERE ARE WE?

ASSESSMENT SCHEDULE

Due Date	Assessment	Value (%)
Jan. 25/27	Discussion Post #1	3
Feb. 15	McGraw-Hill Connect Online Grammar Module	10
Feb. 17	Team Project Problem Description	8
Feb. 28	Paraphrasing, Citing, and Referencing Assignment	10
Mar. 1/3	Discussion Post #2	3
Mar. 10	Individual Analysis Report	10
Mar. 10	Team Project Overview	5
Mar. 22	Elevator Talk Video	6
April 5	Final Group Project Submission: Synthesized White Paper	20
Mar. 27/Apr. 4	Team Oral Presentation	10
April 5	Peer Evaluation of Teamwork	5
Various dates	Various exercises as announced in synchronous class sessions. Worth 0.5–2% each, as announced. Each exercise is due <i>during</i> the class session in which it is assigned.	10

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PREPARING A PRESENTATION



ORGANIZE FLOW

- Divide your presentation into clear segments
- Follow a logical progression
- Maintain your focus throughout
- Close the presentation with a summary, repetition of the key steps, or a logical conclusion

CHOOSE APPROPRIATE CONTENT

~~“Last year our total billable hours for the engineering department increased by 10.7% for a total of \$12,342,765.98. While this seems a promising trend, closer analysis revealed that our billing in an area that we had specifically targeted for growth, that is, facilities consulting, actually declined by 3.5% year to year, from \$1,324,743.65 to \$1,278,377.62.”~~

- The audience cannot comprehend these detailed numbers while listening.
- Leave them for the report.

CHOOSE APPROPRIATE CONTENT

- Instead, provide an overview; give impressions that the audience will understand and remember.

“While our overall billing for our engineering services grew by over 10% last year, our billing in facilities consulting, where we'd hoped also to grow our business, actually declined slightly. We are obviously doing something wrong.”

SLIDE DESIGN TIPS



LIMIT YOUR TEXT

- Make sure you do not have too much text on your slides.
- A presentation is much different than simply coming up in front of an audience and reading your work to everyone.
- Your slides should be a guide for you and your audience
 - You should not be reading off of them, word-for-word.
 - Your bullets are talking points – you should use them as a guide and build on them in your talk.
- Similarly, you should not expect your audience to read everything that is on your slides and also listen to what you are saying
 - people cannot process all of this information at once.
- Full sentences and paragraphs do not belong on slides.
 - You can probably take something out
 - This is a place where fragments are okay
- Don't try to do too much in one slide – break up your ideas / topics
- If your text is not at least 18-pt, you are doing something wrong.

FONT SIZE

Calibri	Garamond	Courier	Times NR	Lucida Sans
40 pt	40 pt	40 pt	40 pt	40 pt
32 pt	32 pt	32 pt	32 pt	32 pt
28 pt	28 pt	28 pt	28 pt	28 pt
24 pt	24 pt	24 pt	24 pt	24 pt
20 pt	20 pt	20 pt	20 pt	20 pt
18 pt	18 pt	18 pt	18 pt	18 pt
16 pt	16 pt	16 pt	16 pt	16 pt
14 pt	14 pt	14 pt	14 pt	14 pt
12 pt	12 pt	12 pt	12 pt	12 pt
10 pt	10 pt	10 pt	10 pt	10 pt



**KEEP
CLAM
AND
PROOFREAD**

EQUATIONS

$$E_n^{(1)} = V_{nn}$$

$$E_n^{(2)} = \frac{|V_{nk_2}|^2}{E_{nk_2}}$$

$$E_n^{(3)} = \frac{V_{nk_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_3}} - V_{nn} \frac{|V_{nk_3}|^2}{E_{nk_3}^2}$$

$$\begin{aligned} E_n^{(4)} &= \frac{V_{nk_4} V_{k_4 k_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_3} E_{nk_4}} - \frac{|V_{nk_4}|^2 |V_{nk_2}|^2}{E_{nk_4}^2 E_{nk_2}^2} - V_{nn} \frac{V_{nk_4} V_{k_4 k_3} V_{k_3 n}}{E_{nk_3}^2 E_{nk_4}} - \\ &= \frac{V_{nk_4} V_{k_4 k_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_3} E_{nk_4}} - E_n^{(2)} \frac{|V_{nk_4}|^2}{E_{nk_4}^2} - 2V_{nn} \frac{V_{nk_4} V_{k_4 k_3} V_{k_3 n}}{E_{nk_3}^2 E_{nk_4}} + V_{nn}^2 \frac{|V_{nk_4}|^2}{E_{nk_4}^3} \\ E_n^{(5)} &= \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 k_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_3} E_{nk_4} E_{nk_5}} - \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 n}}{E_{nk_4}^2 E_{nk_5}} \frac{|V_{nk_2}|^2}{E_{nk_2}} - \frac{V_{nk_5} V_{k_5 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_5}^2} \frac{|V_{nk_2}|^2}{E_{nk_2}} - \frac{|V_{nk_5}|^2 V_{nk_2}}{E_{nk_2}^2} \\ &\quad - V_{nn} \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 k_3} V_{k_3 n}}{E_{nk_3}^2 E_{nk_4} E_{nk_5}} - V_{nn} \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_4}^2 E_{nk_5}} - V_{nn} \frac{V_{nk_5} V_{k_5 k_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_3} E_{nk_5}^2} \\ &\quad + V_{nn}^2 \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 n}}{E_{nk_4}^3 E_{nk_5}} + V_{nn}^2 \frac{V_{nk_5} V_{k_5 k_3} V_{k_3 n}}{E_{nk_3}^2 E_{nk_5}^2} + V_{nn}^2 \frac{V_{nk_5} V_{k_5 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_5}^3} - V_{nn}^3 \frac{|V_{nk_5}|^2}{E_{nk_5}^4} \end{aligned}$$

$$= \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 k_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_3} E_{nk_4} E_{nk_5}} - 2E_n^{(2)} \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 n}}{E_{nk_4}^2 E_{nk_5}} - \frac{|V_{nk_5}|^2 V_{nk_3} V_{k_3 k_2} V_{k_2 n}}{E_{nk_5}^2 E_{nk_2} E_{nk_3}}$$

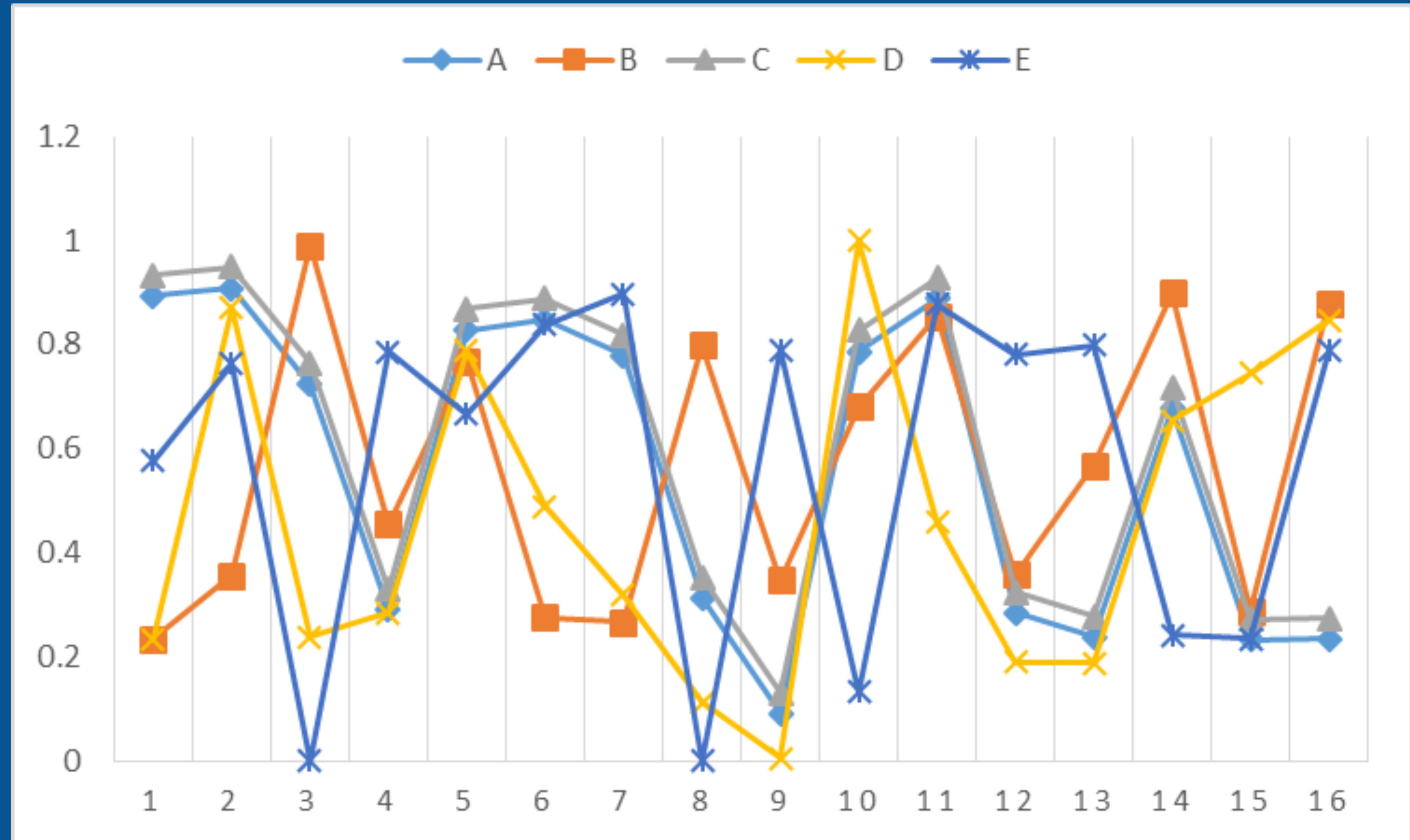
$$- 2V_{nn} \left(\frac{V_{nk_5} V_{k_5 k_4} V_{k_4 k_3} V_{k_3 n}}{E_{nk_3}^2 E_{nk_4} E_{nk_5}} - \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 k_2} V_{k_2 n}}{E_{nk_2} E_{nk_4}^2 E_{nk_5}} + \frac{|V_{nk_5}|^2 |V_{nk_3}|^2}{E_{nk_5}^2 E_{nk_3}^2} + 2E_n^{(2)} \frac{|V_{nk_5}|^2}{E_{nk_5}^3} \right)$$

$$+ V_{nn}^2 \left(2 \frac{V_{nk_5} V_{k_5 k_4} V_{k_4 n}}{E_{nk_4}^3 E_{nk_5}} + \frac{V_{nk_5} V_{k_5 k_3} V_{k_3 n}}{E_{nk_3}^2 E_{nk_5}^2} \right) - V_{nn}^3 \frac{|V_{nk_5}|^2}{E_{nk_5}^4}$$

RESULTS

A	B	C	D	E
0.89279	0.23423	0.93279	0.23423	0.57651
0.9083	0.356456	0.9483	0.87087	0.7621
0.723687	0.98954	0.763687	0.237897	0.00034
0.2897	0.45453	0.3297	0.283799	0.786876
0.8278	0.768769	0.8678	0.78789	0.666755
0.84724	0.274868	0.88724	0.48782	0.83724
0.778287	0.265772	0.818287	0.318799	0.897898
0.31321	0.79899	0.35321	0.112234	0.000023
0.09098	0.347679	0.13098	0.0042	0.78987
0.786872	0.679876	0.826872	0.9999	0.131412
0.887786	0.85379	0.927786	0.457625	0.877786
0.283767	0.358707	0.323767	0.189731	0.78132
0.237688	0.567892	0.277688	0.187499	0.79878
0.676786	0.8989	0.716786	0.654137	0.2423
0.2323	0.28782	0.2723	0.743976	0.23424
0.23425	0.879711	0.27425	0.847072	0.78782

GRAPHS



Okay – that wasn't great, either!
Keep it simple!

ANIMATION

- Too much animation is distracting!
- Too much animation is uncomfortable!
- Be professional – remember your purpose!

CONTRAST

Easy to read

Hard to read

Hurts to read

- This is difficult to read.
- So is this.
- Could you look at this for an entire presentation?

- Can you see this?
- Or this?
- Or this?

VIDEO EXAMPLES

- Assertion-Evidence Principles
 - <https://vimeo.com/189834900>
- Structuring a Scientific Presentation
 - <https://vimeo.com/190228966>



PEER REVIEW

Week 9

 Print

 Settings

Add dates and restrictions...



Add a description...

 Upload / Create

 Existing Activities

 Bulk Edit

 [Elevator Talk Peer Review Questions F22](#)



 PDF document

 [Elevator Talk Peer Review Completion Form W23](#)



 PDF document

Elevator Talk Peer Review Submission Form

Form to be submitted the day of the peer review session

Your Name:

Your Student Number:

Names and IDs of 3 Students whose Elevator Talks you Peer Reviewed:

Name	Student ID
1.	
2.	
3.	

Names and IDs of 3 Students who Peer Reviewed your Elevator Talk:

Name	Student ID
1.	
2.	
3.	

Is the elevator pitch between 30 and 60 seconds long?

Does the student provide a hook? Were you immediately interested in the pitch? Explain and provide suggestions for improvement.

Does the student explain what they do? Is there a Unique Selling Proposition included? Explain and provide suggestions for improvement.

Does the student explain the benefit to the listener (i.e., how their skills/experience/service can benefit the listener)?
Explain and provide suggestions for improvement.

Does the student provide an “ask” (i.e., a call to action)?
Explain and provide suggestions for improvement.

Does the student display passion in their Elevator Pitch?
Explain and provide suggestions for improvement.

Does the student seem natural in their Elevator Pitch? Explain and provide suggestions for improvement.

Does the student use clear language in their Elevator Pitch?
Does s/he speak clearly (i.e., consider pace, tone, etc.)?
Explain and provide suggestions for improvement.

Did the student's Elevator Pitch leave you hooked? Explain and provide suggestions for improvement.

ANY QUESTIONS?