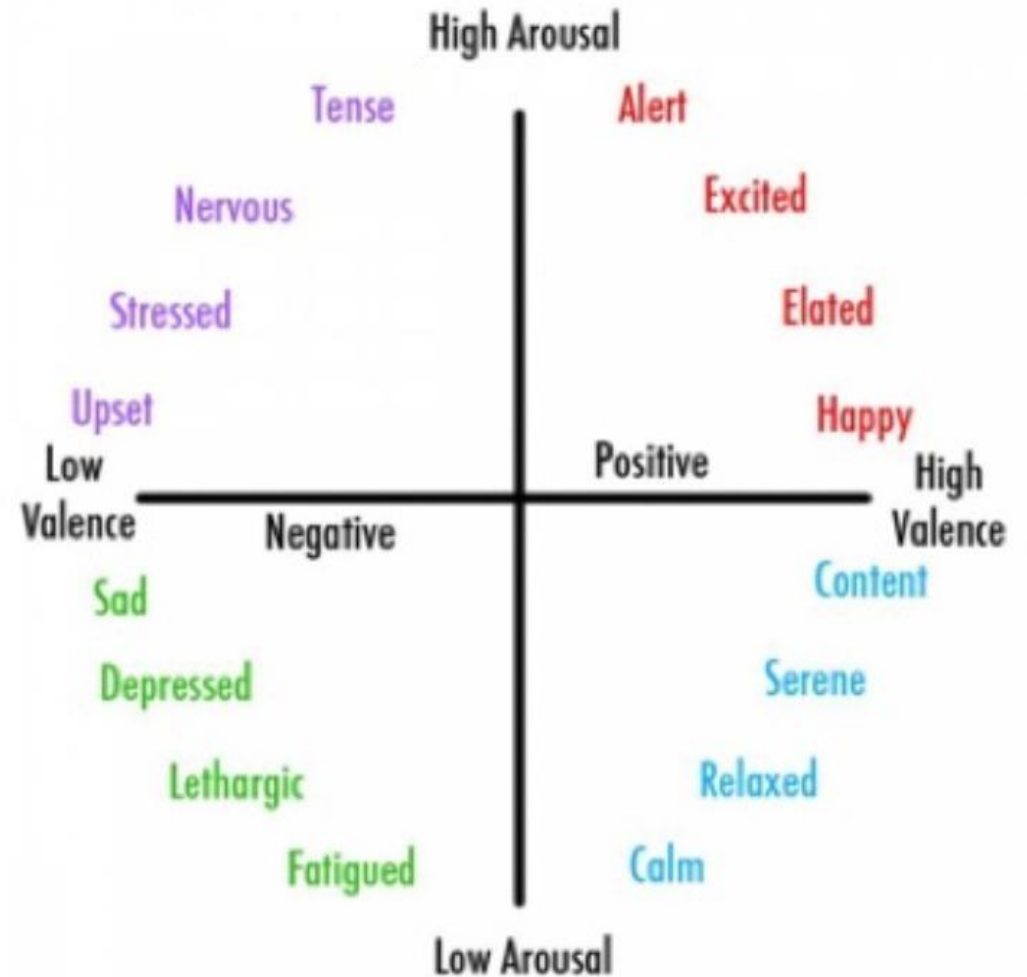# Technical Communication Introduction

Dr. Sarah Egan Warren, Class of 2024

Technical Communication Check In

Whenever we have a Tech Comm class, you will complete a quick Communication Check In activity.

Link in Moodle in Technical Communication in AA 500

Agenda

Theory

Expectations

Resources

Theory

SO EXCITING!

Power of Three Handout

Amy Cuddy

Hans Rosling

Virtual Presentations
Handout

Virtual Presentations

Set Up	Practice	Present
• Select a distraction-free environment or virtual background • Turn off all notifications and alerts • Clean up desktop and close out extra tabs • Check Zoom settings • Place camera at eye level • Check that lighting is coming from in front of you • Test headsets & mics • Choose host & co-hosts	• Muting/unmuting • Starting/stopping video • Sharing/unsharring screen • Advancing slides • Managing dashboard, app, visuals • Delivering presentation individually and as a team • Providing feedback to team • Using this handout as a checklist	• Wear business formal • Display full name • Use appropriate headshot • Mute yourself when you are not speaking • Stop video when you are not speaking • Look into camera • Refer to notes sparingly • Use good posture • Center yourself in the frame

Introduction *Bottom Line*	• Title Slide • Team Introductions • Bottom Line Up Front (BLUF) • Agenda • Chevron, navigation, bread crumbs, or sections slides	• Is the title descriptive? • Are names in a logical order? • Is your BLUF clear? • Do you transition between BLUF and agenda? • Is the introduction focused on the needs of the audience?
Body	• Content supported by visuals • Refers back to BLUF • Minimal text • Large, labeled visuals	• Is content organized? • Are transitions used? • Is content clear and audience-focused? • Does the content support the BLUF? • Is the body focused on the needs of the audience?
Conclusion *Forward Looking Statement*	• Clear ending that supports BLUF	• What are the next steps? • Is the BLUF supported by the conclusion? • Does the ending focus on the needs of the audience?

Expectations

Simplified BASIC Slidedeck

REMEMBER: Criteria for TIPS Presentation available on Moodle

Evaluation Criteria

Did the team

1. Use a title slide.
2. Introduce themselves (or all members of the team).
3. Start with the most important information (your Bottom Line Up Front) and brief agenda.
4. Provide an interpretation of the acronym TIPS.
5. Discuss the similarities and differences.
6. Use chevron/sections slides/breadcrumbs.
7. Have transitions between speakers.
8. Seem engaged with their topic.
9. Complete the presentation within 5 minutes.

Title and Image

Full names of team members in some order, Team name

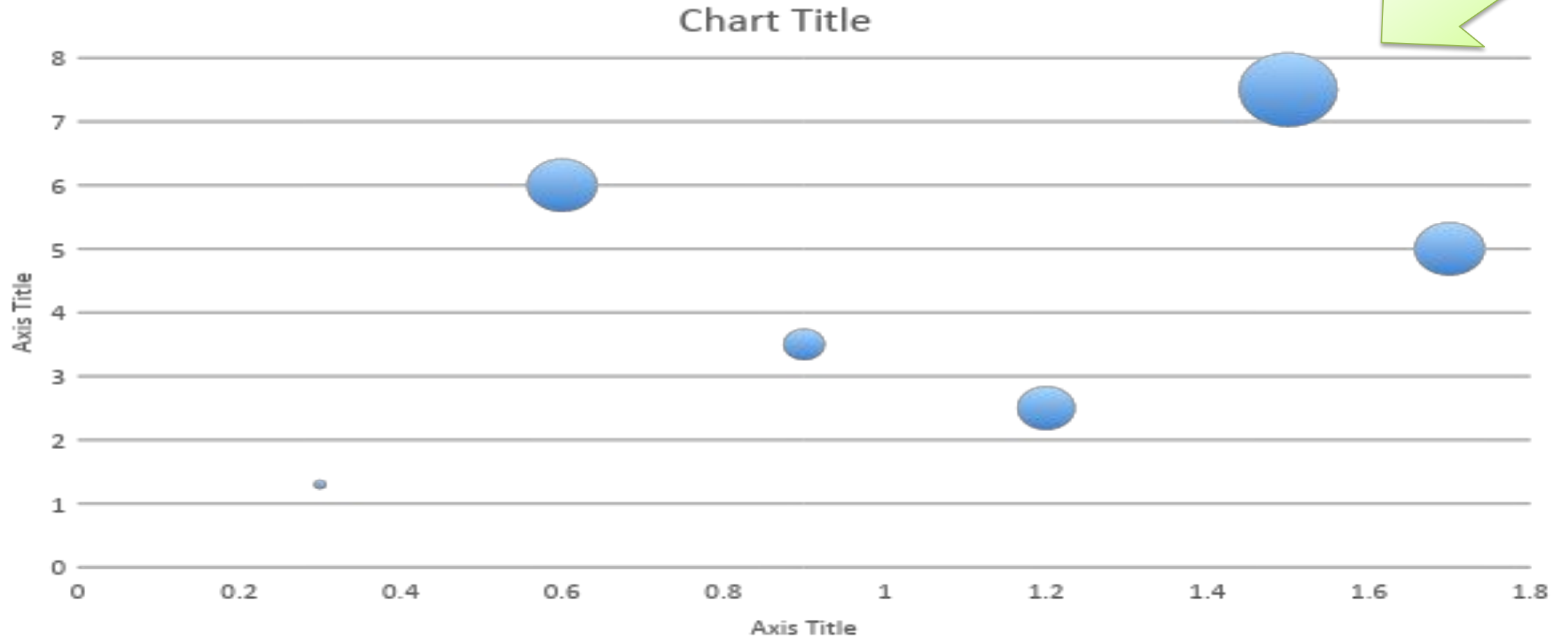*Select appropriate template or create your own.*

BLUF
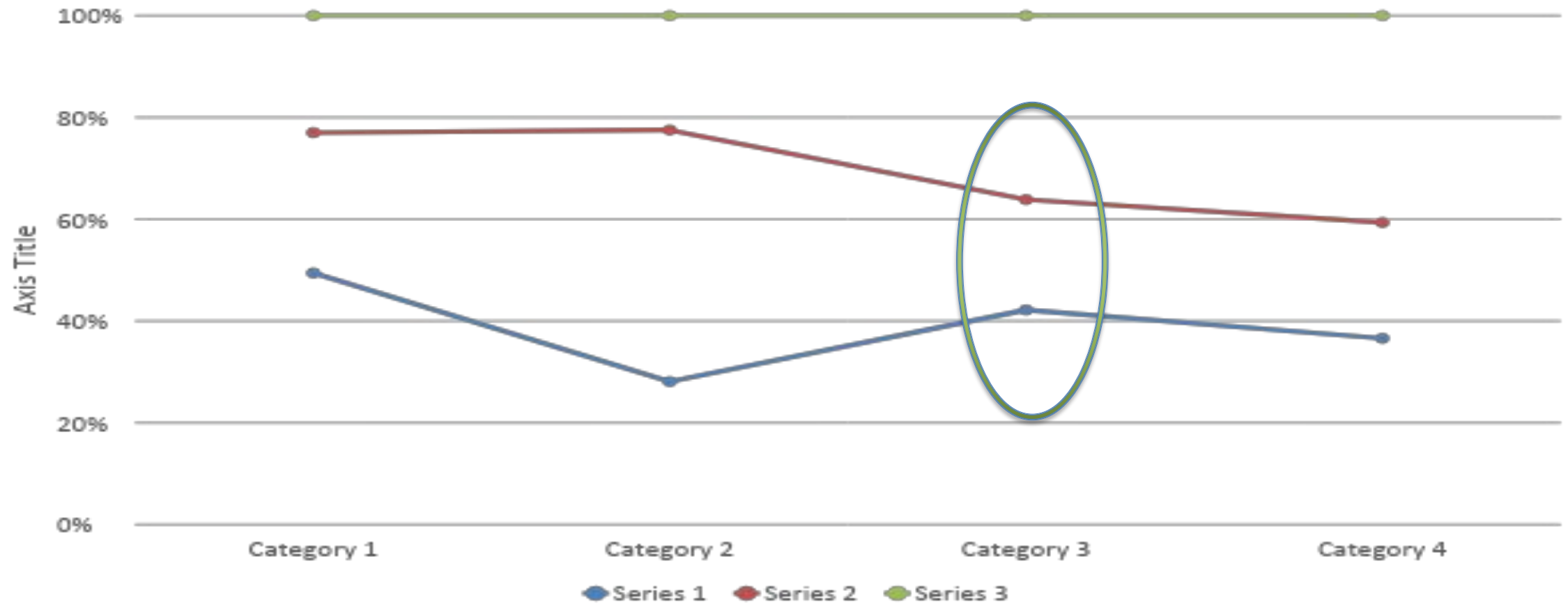## (**B**ottom **L**ine **U**p **F**ront)

Agenda

- Section 1 heading
- Section 2 heading
- Section 3 heading
- Questions

Consider coordinated icons or images. Limit the number of words on each slide.

Section 1 Heading

Section 2 Heading

Section 2 Heading

Lorem	Ipsum
1	$456.98
2	$65377.00
3	$1927.79
4	$52.44
5	$935.34

Section 2 Heading

Lorem	Ipsum
1	$456.98
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Section 2 Heading

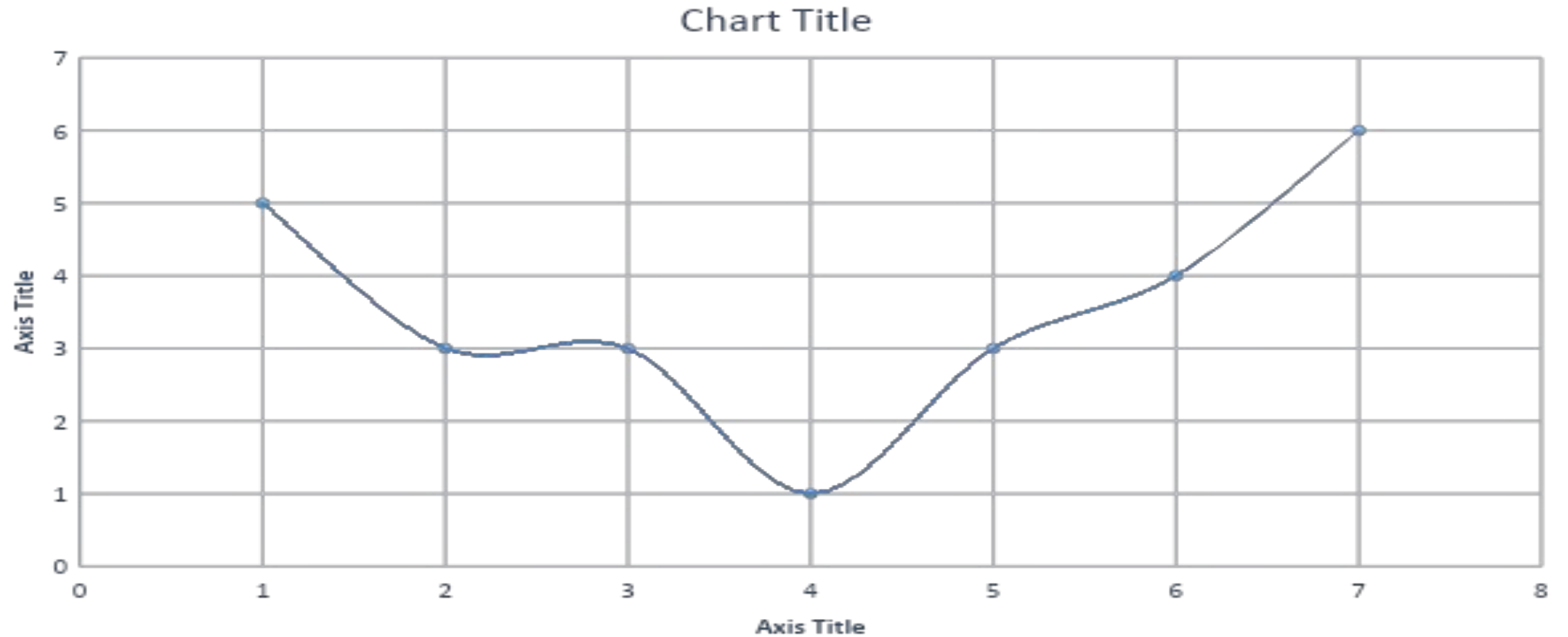Minimal Text if needed

- Concise text

- Concise text

- Concise text

Section 3 Heading

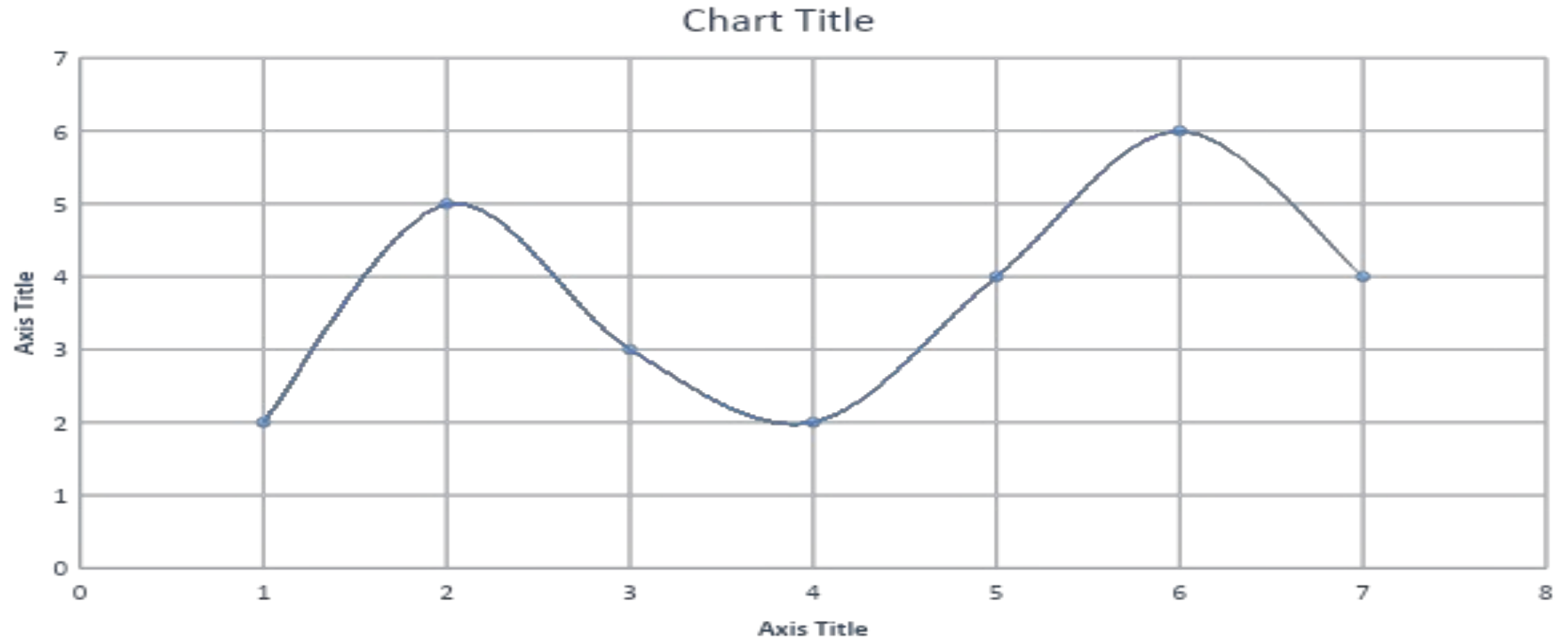Minimal Text if needed

- Concise text
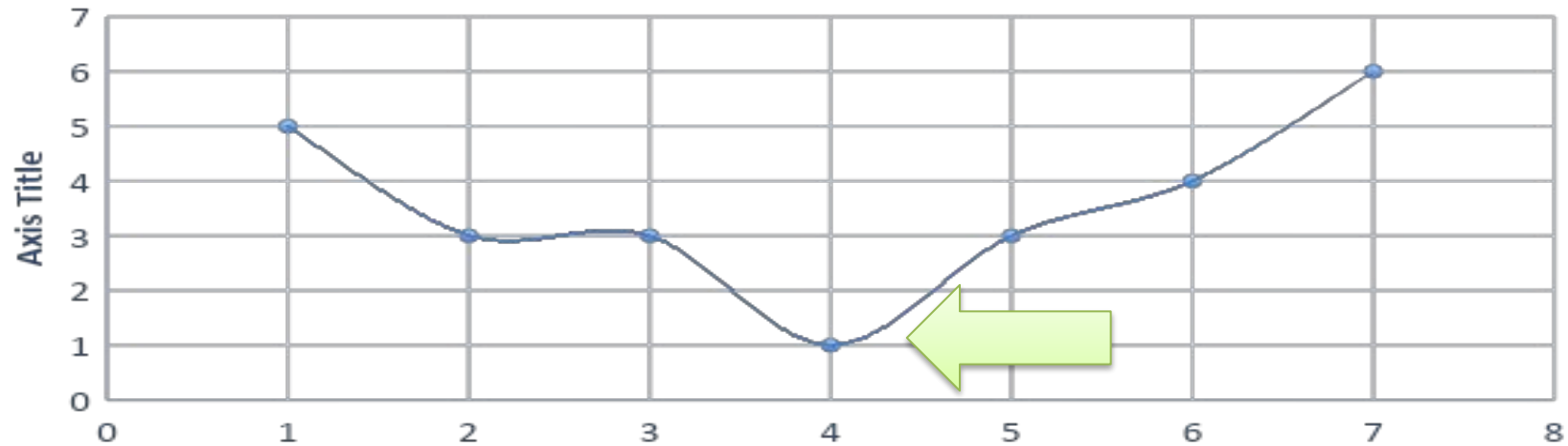- Concise text
- Concise text
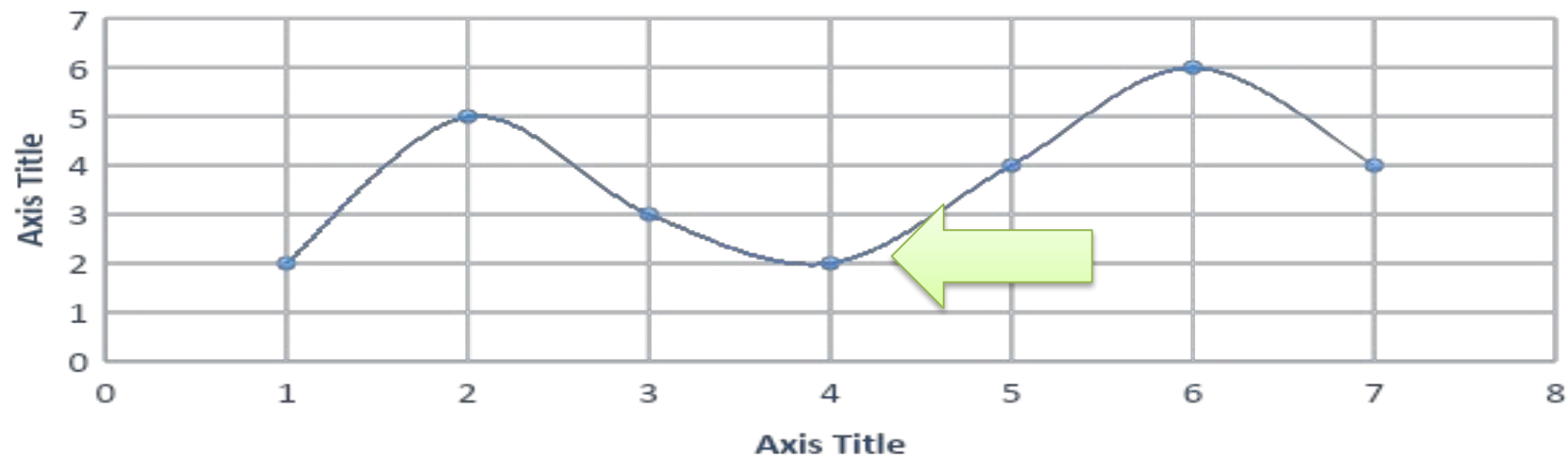
Section 3 Heading

Section 3 Heading

Section 3 Heading

Section 3 Heading

Minimal Text if needed

- Concise text
- Concise text
- Concise text

Conclusion

Minimal Text if needed

- Concise text

- Concise text

- Concise text

What's next? What should your audience do? What do you anticipate in the future?

Questions

Could include a relevant image. Avoid clip art question marks.

APPENDIX

Consider hidden slides with more details, figures, tables, code, statistics, charts that MIGHT be helpful when answering questions.

Resources

Slide Creation Resources

Slide Creation Resources

These resources can help you with your slides. If you have any other template sources, icon galleries, or tutorials that have worked for you, email Dr. Egan Warren with your suggestions!

Presentation Templates

- PowerPoint
- Keynote
- Google Slides
- Slidesgo

- Canva
- SlidesCarnival
- Visme
- Showeet

There are many, many subscription services available. However, free or freemium resources have ample appropriate templates to select.

Questions to ask when selecting a template
- Does the look match the tone of the presentation?
- Is the design supporting the message or distracting from the presentation?
- Can you adjust the template to meet the expectations of the presentation (minimal text, greyed out AFTER introducing the text, alignment of text and images, size of visuals, no background images or colors conflicting with visualizations)?

Icons and Images

- Creative Commons
- Everypixel
- Flaticon
- Iconmonstr

- The Noun Project
- Pexels
- Pixabay
- Unsplash

- Google Images
    - Select Settings > Advanced search > usage rights = free to use, share, modify
- Google Slides icons and emojis
- PowerPoint icons
    - Easy short cut Windows: Windows Key + . (period)
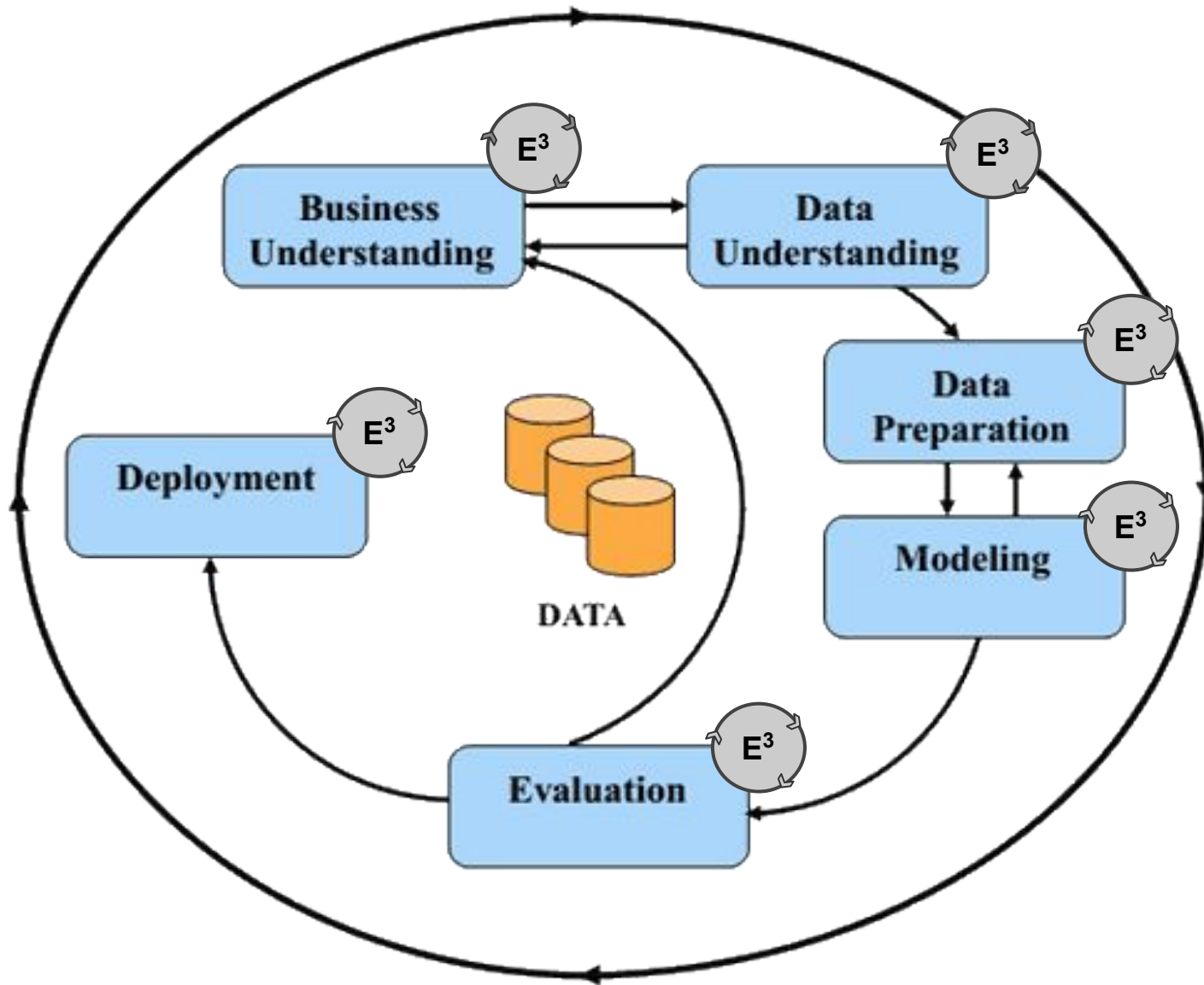   - Easy shortcut Mac: Command Control Spacebar

Be sure to follow the requirements for attribution for all free icons and images.
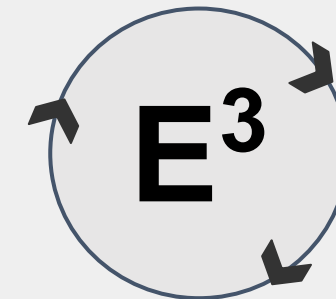
Slide Layout Choices

Design: Presentation Zen excerpt
Charts: Chart Suggestions
Slides: Slide Chooser

CRISP-DM:

Cross-industry standard process for data mining

$$E^3$$

EXPECTATIONS
- What are your audience's needs, wants, and expectations?
  - What are your audience's challenges, hot topics, commonalities?

ETHICS
- How are you using ethos/logos/pathos?
  - How have you considered/addressed bias?

EXPLANATION
- What is the bottom line?
  - What's in it for them?

Next

TIPS Prep

- Use Monday - Thursday to make significant progress.
- You will be getting Summer Practicum information later this week!

Intro to Tech Writing

Thanks for the Feedback

See reading guide

" Ask me a question.