

Teach me something

PROFESSIONAL AND TECHNICAL COMMUNICATION





Criteria

For this assignment, you will create and deliver a presentation about how to do something. You can choose any topic that interests you and that you can explain clearly and concisely. The purpose of this assignment is to practice your communication and presentation skills, as well as to teach your classmates something new.

Your presentation should be 3-5 minutes long and include the following elements:

- An introduction that states your topic and why it is important or useful
- A step-by-step explanation of how to do the task, with visual aids if possible
- A conclusion that summarizes the main points and provides some tips or advice
- A list of references or sources that you used for your research

You will do this LIVE over Teams



Rubric

Content: 40 points. Your presentation should cover all the essential steps and information for your topic, without being too vague or too detailed. You should use accurate and reliable sources and cite them properly.

Organization: 20 points. Your presentation should have a clear structure and flow, with transitions between each section. You should use an outline or a script to plan your presentation and avoid rambling or repeating yourself.

Delivery: 20 points. Your presentation should be engaging and confident, with appropriate eye contact, voice, gestures, and posture. You should speak clearly and audibly, without reading from your notes or slides. You should also use proper grammar and pronunciation.

Visual aids: 10 points. Your presentation should include relevant and effective visual aids like images, diagrams, charts, or videos. You should use them to support your explanation and not to distract from it. You should also make sure they are visible and readable to the audience.

Time management: 10 points. Your presentation should be within the 3-5 minute time limit, without being too short or too long. You should practice your presentation beforehand and adjust it as needed.