# 552 - Presentation

## 14 Mar 2024

## Overview

You may create your visual aids (slides) in your preferred medium (Powerpoint, most likely) as long as the outputted and submitted file is a PDF.

The slides will be 10%, the actual presentation 20%. Since they are somewhat in tandem, the rubrics for both are provided below to help aid your generation of the visual aids.

## Rubric

Slides

| Marks | Assessment | Description |
|---|---|---|
| 10 | Excellent | Well-organized, consistent font/format, engaging visuals, minimally sufficient text |
| 8 | Good | Pretty well-organized, consistent font/format, useful visuals, useful text |
| 6 | Satisfactory | Okay organization, maybe some inconsistencies font/format, a confusing visual or two, reasonable use of text |
| 4 | Unsatisfactory | Organization needs work, some font/format issues, point of visuals unclear, too much text |
| 2 | Poor | No effort to make the content aesthetically pleasing to another human being, bad/no visuals, lots of text |

Presentation

| Marks | Assessment | Description |
|---|---|---|
| 20 | Excellent | Great volume/pace/use of space (if applicable), no reading of a script (either on slides or notes) or clear memorization of such, good body language/eye contact with audience, handled question well (if applicable), everything fit in time bounds comfortably |
| 16 | Good | Good volume/pace/use of space (if applicable), minimal reading of a script (either on slides or notes) and/or minimal memorization of such, body language/eye contact with audience was good enough, handled question okay (if applicable), time limit met but maybe slight speedup necessary |
| 12 | Satisfactory | One of volume/pace was slight issue for audience, detectable reading of a script or memorization, body language/eye contact was minimal, question was answered but some confusion remains (if applicable), some concluding remarks cutoff by time limit |
| 8 | Unsatisfactory | Both volume/pace were issues, detectable reading of a script/memorization or lack of preparation, body language/eye contact was minimal, |

| Marks | Assessment | Description |
|---|---|---|
| 4 | Poor | question was attempted to be answered but confusing (if applicable), time limit cutoff much of conclusion Both volume/pace were critical issues, obvious reading of a script/memorization or lack of preparation, body language/eye contact nonexistent, question ignored or botched (if applicable), time limit cutoff significant portion of presentation or content amount well short of expectations. |

## Tasks

Presentation guidelines:

All presentations should. . .

- Fit between 3:00-4:00 minutes to allow 1 question + answer. A timer will go off at 4 mins sharp, and the presentation will have to come to an abrupt end, and Q&A will follow. So your goal should be to avoid triggering the alarm.

- Introduce the broader domain/problem/decision to the class

- Engage the class on the importance of this to you (as the main decision maker) or others. If it's easier to try to 'sell' proposed future work as the main theme of your presentation, you are welcome to consider the audience as a fairly ignorant decision-maker

- Provide some background. . . what was the starting point, aka, where did you pick this project up for the purposes of this class? (This is basically the "Ands" part of your main story)

- Detail some "results" or "methods". What steps actually moved forward a bit as part of the project in this class? Where did you get stuck? (This is basically the "Buts" part of your main story)

- Provide some "conclusion". Where does this all go next? Can you make a decision? Does it feel well informed? What steps can we take to make it more informed? (This is basically the "Therefore" part of your main story)

Structurally, while all the above parts should be covered, they may be more intertwined than I'm providing in bullet form. In other words, I'm not expecting one slide dedicated to each of the above bullet points. There is no requirement/limit on number of slides.

Which aspects are focused on will depend on the project you chose, how well your intended work on it went, etc. Remember, good presentations focus on 'one idea' and your presentation should be trying to stress that. What's the story for your classmates/pretend decision-maker? Note that "I hoped to solve world hunger but ran into insurmountable data sourcing problems beyond the time we had" is a storyline. . . and even one that can be a learning experience for your classmates, not to mention plenty engaging depending on your delivery choices!