**Chengdu University of Technology Oxford Brookes College**

**Project Module (CHC 6096)**

**Weekly Report Sheet**

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| STUDENT NAME: | Haley |
| STUDENT NUMBER: | 201918020102 |
| SUPERVISOR NAME: | Happy Monday |
| DATE: | 28/4/2023 |
| Briefly list all the main tasks you accomplished in the week.   * Make a ppt for presentation last week. * Refine the final report. * Write the speeches for the presentation. | |
| Briefly state all the challenges you encountered in the week.  The challenge I encountered this week is to how to design the slide show more interesting and more professional to the audience. So instead of lone sentences, I use images and smart art to present my work so that people can easily understand my point. The last thing to do as a presenter is to bore or overwhelm your audience. So instead, be sure that the slides are clean and get straight to the point. Basically is to keep your slides down to a **single idea**. Complex content like charts, tables and graphs should have an **obvious point**. | |
| Briefly Plan out the agenda for next week.   * Refine the final report. * Prepare for the final presentation. | |
| SUPERVISOR SIGNATURE: |  |