

Lesson 4: Individual and team presentation

Individual presentation

Task

You will use the skills learnt in lessons 1-3 to refine one of your previous presentations in lessons 1 and 2 OR you can choose a presentation topic that intrigued you and which was presented by your peer(s). Alternatively, you can choose to combine ideas and present a related topic. In all these instances, your target audience is made up of **your peers** and your role is that of a **peer lead** in a **non-academic group in NUS**. As a peer lead you have been asked to share some of your **leadership communication insights** with your group members. You have **three minutes** for this assessed individual presentation. Visuals are NOT necessary and strict adherence to time is required. Please bring gadgets to monitor your time and to record your presentation.

Please include the following:

1. **Pre-presentation warm up-** In the first 30 seconds state your position/role, the non-academic group in NUS you have chosen and a brief note on the context. You will NOT be assessed here.
2. **Video upload onto Canvas-** Please do this between 16 Friday to 17 Saturday September 2022 onto Canvas. For standardisation purposes, please name your file using your full name, lesson number followed by your recitation group (e.g. Joy Jacob_Lesson 1_R14).
3. **Watch and reflect-** You must watch and reflect on your presentation. Use the checklist (Table 1) below to report on your performance. A peer will be randomly chosen to watch your video and provide written feedback to you using the same checklist. This will be sent to you via email by Wednesday, 21 September 2022. You must upload a compiled version consisting of **three** columns consisting of components, your individual reflection and your peer's feedback onto Canvas by Sunday, 25 September 2022. Remember to indicate your peer's full name. Please use Table 1. to add the columns.

Table 1. Assessment criteria

Components	Communication lessons
Content and organization (5m) The presenter <ol style="list-style-type: none"> 1. Selects relevant information from the resource(s). 2. Organizes the content so that is concise and coherent for the context and audience. 3. Uses relevant stories/analogies and elements from Rock's/Hero's model to convey the message. 4. Addresses audience needs and concerns. 	Lesson 1- Self-awareness and emotional intelligence Lesson 2- Listening and questioning skills Lesson 3- Influential, strategic and change communication skills

Verbal language (5m) The presenter <ol style="list-style-type: none"> 1. Uses fluent English to convey the message. This includes grammar, vocabulary, and sentence construction. 2. Pronounces words clearly and correctly. 3. Uses variety in volume, tone, pitch, rhythm, speed, pause and timbre. 4. Feels for the content and sounds natural. 	Lesson 1- Self-awareness and emotional intelligence Lesson 2- Assertive skills Lesson 3- Influential, strategic and change communication skills
Non-verbal language (5m) The presenter <ol style="list-style-type: none"> 1. Establishes eye contact regularly with everyone in the audience. 2. Uses appropriate and natural gestures to augment the message. 3. Exudes confidence and composure. 4. Displays apt emotions to convey the message. 5. Is suitably attired. 	Lesson 1- Self-awareness and emotional intelligence

Team presentation

Task

You and your group members assume mid-level leadership roles in a workplace environment. You have been tasked to communicate one or some business/IT/IS/Info Sec change plans to a group of employees who will be impacted by them. Please remember to use Rock's/Hero's model to convey the change message and to encourage your audience to enact on them.

You have 20 minutes to prepare and 10 minutes to present your ideas. Every member must participate. Visuals are encouraged. When you present, set the context, audience, purpose, and any other relevant information that will help your audience understand your presentation. The first speaker will present this in one minute using a summary slide. There is a Q&A segment after your team presentation.

You are **not** assessed in this section, but you will be given feedback for the following points (Table 2).

Table 2. Team presentation components

The team <ol style="list-style-type: none"> 1. Uses a logical timeline to convey ideas. 2. Uses suitable transitional devices to refer to relevant content from each other's presentation. 3. Performs competently in the individual categories of content, verbal, and non-verbal elements. 	Lesson 1- Self-awareness and emotional intelligence Lesson 2- Listening, questioning and assertive skills Lesson 3- Influential, strategic and change communication skills
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4. Comprehends posed questions and concerns and addresses them using leadership communication skills.	
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Post-class engagement

1. Please keep to the timescale given above on your video uploads, self, and peer feedback.
2. In your project teams, start thinking about your Final Oral Presentation plans that will take place in lesson 7. Lessons 5-6 are meant to help you prepare for this major assignment. Please refer to the Oral Presentation component in the Case Project Document (Assignment and Project folder).