**Activity Space (Strategic Presentations)**

**Activity 1:**

1. What was your key takeaway from our session on Tech Portfolios?
2. What do you think is important in a Presentation?

Meet at 12.10

**Activity 2:**

Instructions:

* Discuss the needsof your **Audience**
* Discuss the **Purpose** you want to achieve based on the **context**

A close up of a map

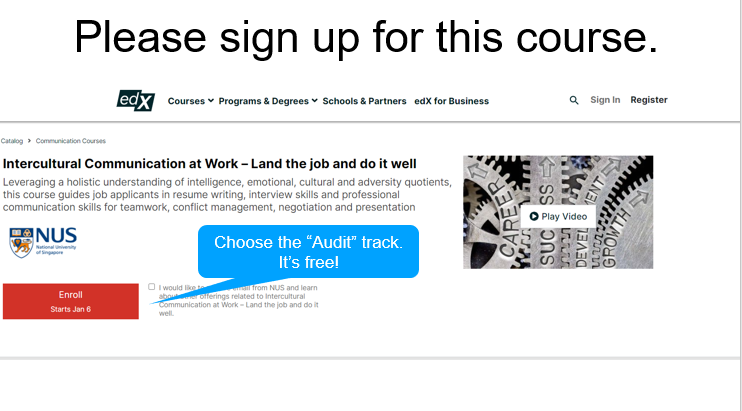
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| **Scenario 1: OP1**  **Presentation on Professional Communication Skills**  Your team has been asked to conduct a semi-formal presentation on an aspect of professional communication to your peers, fellow Software Engineering students, at a weekly professional development seminar organised by the School of Computing.  Each team is to present on one of the following topics:   * 1. Crafting a Professional Resume and Cover Letter * 2. Preparing for an Interview * 3. Building credibility at the workplace * 4. Managing conflict and negotiation |
| **Scenario 2A: OP2**  **Product Demo**  If your product is meant for businesses, organisations, or professionals, roleplay this scenario:   * Katrina Lee, whom you have recently met at an IT event, has called you to say that she has told her boss about your group’s project, and her boss has expressed interest in your software. Katrina has asked if you would be willing to do a product demo for her boss and perhaps other supervisors at her organization. This is a small set-up that is looking to upgrade their labour-intensive administrative processes but has a very limited budget, so they are very open to student projects (trials) that fit their needs. * Your team is excited about this opportunity to test your product with real users. |
| **Scenario 2B: OP2**  **Product Demo**  If your product is for students, roleplay this scenario:   * You have developed a product to address a challenge that students face. You are eager to test your product with real users. One of you either lives in a residential college or knows someone who does, and you have been given a slot to speak about your product. * Your aim is to get the NUS community (starting with these students) to use your product. |
| **Scenario 3: OP2**  **Product Pitch**  Your team is taking part in ***Pitch It!,*** a student project pitching competition in NUS. Winners will be awarded with the opportunity to be mentored by NUS Enterprise to further develop, evolve, and upscale their product. Prepare a pitch to sell your idea and product to potential mentors. |

Let’s meet at 12:45

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| Room 1 (Tuan, Musfirah) | Room 2 (Isaac, Tianai) |
| Scenario 1  -C: Semi-formal presentation  -A: Software engineering peers  -P: Informational – preparing for especially technical interviews, how they can be prepared for such interviews. In resumes and interviews, they might want to include a brief description of their projects.  Scenario 2A  -C: Formal presentation  -A: small setup/ start up company  -P: Promotional - show how good your solution(s) are – how it cater to their needs, include price. Be prepared for a product demo and QNA session. Informational.  Scenario 2B  -C: Casual  -A: NUS students  -P: Promotional, informational – show how useful it is to the NUS students. Some relational to address common challenges that students of NUS faces and how the solution can help them.  Scenario 3  -C: Formal  -A: NUS enterprise  -P: promotional, informational, transformational – to convince the potential mentor to select our potential project that could be evolved further. (based on the current project or the potential of it?) | Scenario 1:  Context – Semi-formal presentation Purpose – Informational To learn more about professional communication skills in a tech-industry context Audience – Software engineering students/peers  Scenario 2A:  Context – Formal presentation Purpose – Informational, Transformational, Promotional To showcase our product to a professional organisation, convince them our product meets their needs and receive professional feedback on product Audience – boss and supervisors from the potential organization (small start-up)  Scenario 2B:  Context – Semi-formal (informal probably) presentation  Purpose – Relational, Informational, Transformational, Promotional  Show how good our product is and how it meets the needs of us (students). Audience – NUS students  Scenario 3:  Context – Formal presentation Purpose – Promotional, Informational, Transformational Promote our product and idea (based on the current project or the potential of it?), show why our product deserves to be developed further Audience – Mentors in NUS Interprise |
| Room 3 (Yu Zhong and Alan) | Room 4 (Wraine, Jun Lim) |
| **Scenario 1**   * (Context) Presenting to our fellow students in a seminar setting. * (Audience) Software engineering peers in our teaching group * (Purpose) Information will be more technical based. To teach them more about how to write and present that is more engineering related. We tell them what the industry is looking at for the resume.     **Scenario 2A**   * (Context) A formal presentation to Katrina’s boss and superiors on our product demonstration. * (Audience) Katrina's boss and superiors at her organisation. * (Purpose) To demonstrate the product to Katrina's boss and supervisors so that we can strike a deal with them to produce a ready-to-use finalised product for their company to use.   **Scenario 2B**   * (Context) Semi-formal presentation at a vendor booth to NUS students. * (Audience) Students in NUS * (Purpose) To convince the NUS student community that the product we have developed solves the challenge that they are facing, and that they should adopt our product for their daily use. We also want to give NUS students the opportunity to test out the product, which will also allow us to collect feedback and data to further improve and polish the product.   **Scenario 3**   * (Context) Formal presentation to convince competition judges and potential investors. * (Audience) Competition judges, potential investors, and mentors * (Purpose) To sell our idea and product to judges of the competition so that they can realise our idea and be convinced that our product is a workable and valuable solution to the community, and thus will grant us support to materialise our idea. (based on the current project or the potential of it?) | Scenario 1:  Context: Semi-formal presentation about one of the four topics in professional development Audience: Software Engineering Students Purpose: Develop professional communication skills by customising their skillsets towards the industry needs and wants, e.g., being prepared for coding tests during an interview (tailored towards \_\_\_\_\_\_\_\_ e.g. coding test ), and to increase their knowledge on the topic being presented  Scenario 2A:  Context: Formal presentation, company is looking for an efficient but lower cost product Audience: Business, Organization, Professionals Purpose: Promote the product to obtain approval by the boss for its usage by the company staff to streamline the administrative process  Scenario 2B:  Context: Semi-formal to informal presentation Audience: NUS students Purpose: To resolve or lessen an issue that students are facing. Product testing to evaluate the effectiveness of the product, as well as to find areas for improvement  Scenario 3: Context: Formal presentation of idea/product during Pitch It! Audience: NUS Enterprise mentors Purpose: To promote the idea/product so that the team can be chosen to be mentored by NUS enterprise (Students side) so that it can be improved further To find any potential idea/product that strikes out (NUS enterprise side) |
| Room 5 (Edward, Shyun yin) | Room 6 (Braden, Daryl) |
| Scenario 1  Context: A semi-formal presentation or sharing with our friends/peers  Audience: Software Engineering friends/peers (depends on the year - e.g.; tech-related)  Purpose: Informational (e.g., depending on the expectations of audience)  Scenario 2A  Context: A professional product pitch to an IT organisation, to show how our solution can streamline labour-intensive administration processes and requires low budget  Audience: Boss and supervisors of the organisation  Purpose: Promotional/ Informational/ Relational  Scenario 2B  Context: A semi-formal presentation or sharing with our friends/peers on how the challenges they face can be solved using our solution.  Audience: Friends/ peers from residential college  Purpose: Promotional/ Informational/ Relational  Scenario 3  Context: Formal pitch/presentation with allowance of a little bit of personality/playfulness. Winning will allow an opportunity to obtain a mentorship, thus we need to show the potential of our product.  Audience: Potential mentors from NUS Enterprise and/or any other judges  Purpose: Promotional/ Informational/ Relational | Scenario 1:  Context - semi-formal presentation at a seminar  Audience – peers / students (software engineering)  Purpose – Informational (share tips / strategies on professional communication- specific to tech industry e.g tech portfolio, coding interview)  Scenario 2A:  Context – formal presentation to a company’s boss to adapt our product  Audience - Organisation’s boss  Purpose – To promote our product, explaining how it will help the organisation to upgrade their labour-intensive admin on a small budget. We’d also be relational (showing how we’ll work well with them)  Scenario 2B:  Context - informal demo  Audience – students living in residential college  Purpose – to promote the use of our newly developed product to these students who can help to spread the word / use to other NUS students  Scenario 3: Context - semi formal  Audience – Potential mentors in NUS Enterprise  Purpose – to promote the product in hopes of getting a mentor to further improve / expand the product, and possibly funding to do so too. (based on the current project or the potential of it?) |
| Room 7 (Haziq and Anvitha) | Room 8 (Wei Li, Emily) |
| Scenario 1  Context: Seminar for other software engineering students  Audience: Other software engineering students  Purpose: Informational (e.g. tech interviews, coding interviews)  Scenario 2a  Context: A more formal presentation of a product to industry professionals  Audience: Industry professionals and business owners  Purpose: Informational and promotional (about labour-intensive administrative processes)  Scenario 2b  Context: A semi formal presentation towards students living in residential colleges or know someone who lives in residential colleges  Audience: NUS Students  Purpose: Promotional & Informational (abt ur product)  Scenario 3  Context: A formal presentation to potential mentors who will judge the product on whether it is suitable to be further developed alongside NUS Enterprise  Audience: Potential mentors  Purpose: Promotional and informational(features that distinguish ur product from those that are currently in the mkt) (based on the current project or the potential of it?) | Scenario 1  Context: Semi-formal seminar for professional development  Audience: Peers (Software engineers)  Purpose: To get peers to know about the current professional trends  The informational aspect is by covering the 4 topics listed, covering details that are more relevant for software engineers or generally for the tech industry.  The relational aspect could be done by getting participants to participate in practice examples during the sessions and thus sharing their experiences with one another.  Scenario 2a:  Context: Formal Business Presentation  Audience: Company boss and supervisors  Purpose: To get the company boss and supervisors to be confident enough to use their product to upgrade their process and show how it still fits within their limited budget.  The informational aspect is done during pitching when the students explain the details in their project during the presentation.  The promotional aspect is carried out to promote their ideas/products to gain investments.  Scenario 2b:  Context: Semi-formal presentation  Audience: Peers living on campus (in RC or something else)  Purpose: To get the NUS community (starting with these students) to use your product.  The promotional aspect is done by encouraging or persuading peers to use the product.  The informational aspect is done by explaining the details surrounding the product and how the peers would use it.  Scenario 3:  Context: Formal Presentation/Pitch  Audience: Judges of the Pitch It! competition/ Mentors of NUS Enterprise  Purpose: To win over the other ideas pitched by other students in the minds of the judges / mentors of NUS enterprise.  Promotional aspect is done by explaining how the selling point of their products/ideas. (based on the current project or the potential of it?)  Informational aspect is done by explaining the details of the idea during the pitch presentation. |
| Room 9 (Haofeng, Tai) | Room 10 (Jun Leong, Sharif) |
| Scenario 1:  Context: Semi-professional environment in a seminar  Audience: Peers and students (software engineering)  Purpose: Informational - provide students with useful information for career development (e.g. tech portfolios, tech interview) How to land tech internships, useful skills/frameworks employers are looking for ...  Scenario 2:  Context: formal  Audience: company higher-ups  Purpose: Promotional and informational – promote the product and explain how it’s able to cut down costs and make it more efficient  2b:  Context: Casual  Audience: Students  Purpose: Promotional and relational – promote the product and also allow real life future users to relate to them to give them a more credible comment/feedbacks, and show examples of how our product can solve their issues.  3:  Context: Competition  Audience: Mentors (Judges for the competition)  Purpose: Promotional and transformational – strongly worded to convince the mentors, and show passion/ cause for the product to attract mentors to buy into their ideas (based on the current project or the potential of it?) | Scenario 1:  Context: semi-formal  Audience: Peers (computing)  Purpose: Learn skills that would help in professional communication and development (e.g. tech resume/ more tech related/ company-specific tips)  Scenario 2A:  Context: Formal  Audience: businesses, organisations, or professionals  Purpose: Showcase how our product is labour friendly (requires lesser man hours to maintain product). Show how sustaining such an app is also budget friendly at the same time not giving up on features.  Scenario 2B:  Context: Casual  Audience: Students (Potential Users)  Purpose: To promote the application to prospective users and gain their interest by showcasing how the product can solve specific student needs, maybe a demo with the community  Scenario 3:  Context: Semi-formal to formal  Audience: Potential mentors  Purpose: Convince audience of the potential of project and why need their mentorship to take it to the next level. Show how you are willing to put in the effort to follow through with the product till the end. |

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| **Extra Resources** | |
| * **Oral presentation: How-to guide**   [**https://www.youtube.com/watch?v=t\_h5iPPYPO8**](https://www.youtube.com/watch?v=t_h5iPPYPO8)   * **Make a Presentation Like Steve Jobs**   [**https://www.youtube.com/watch?v=RHX-xnP\_G5s**](https://www.youtube.com/watch?v=RHX-xnP_G5s)   * **5 ways to open up your presentation**   [**https://www.youtube.com/watch?v=fkR3TBUfMFA**](https://www.youtube.com/watch?v=fkR3TBUfMFA)   * **Having a strong close**   [**https://www.youtube.com/watch?v=F-qN6fyLcqg**](https://www.youtube.com/watch?v=F-qN6fyLcqg)   * **Techniques for confident presenting**   [**https://www.youtube.com/watch?v=WCi5\_lGMSGo**](https://www.youtube.com/watch?v=WCi5_lGMSGo) | * **How to Overcome the Fear of Public Speaking**   [**https://www.youtube.com/watch?v=\_3fz0eiBGvA**](https://www.youtube.com/watch?v=_3fz0eiBGvA)   * **Life after death by Powerpoint 2010**   [**http://www.youtube.com/watch?v=KbSPPFYxx3o**](http://www.youtube.com/watch?v=KbSPPFYxx3o)   * **Body Language - Take a stand! Tips for standing during presentations!**   [**https://www.youtube.com/watch?v=Dq6tS1vlaZ4**](https://www.youtube.com/watch?v=Dq6tS1vlaZ4)   * **Presentation Skills: Dealing with Q & A**   [**https://www.youtube.com/watch?v=U9f2fhydGNQ**](https://www.youtube.com/watch?v=U9f2fhydGNQ)   * **How to introduce the next speaker in a group presentation**   [**https://www.youtube.com/watch?v=f6Xa1fq-oPo**](https://www.youtube.com/watch?v=f6Xa1fq-oPo) |



For OP1, please sign up for the MOOC course for free under the “Audit” track.

<https://www.edx.org/course/intercultural-communication-at-work-land-the-job-and-do-it-well>

**Activity 4:**

1. Form OP1 Groups.
2. Choose a topic.

* 1. Crafting a Professional Resume and Cover Letter
* 2. Preparing for an Interview
* 3. Building credibility at the workplace
* 4. Managing Conflict and Negotiation

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| **Grp** | **Member names** | **Topic** |
| 1 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Daryl | Emily | Tai | Haziq | Yu Zhong | | 4 |
| 2 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Jun Lim | Alan | Wraine | Jun Leong | Aileen | | 1 |
| 3 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Braden | Musfirah | Anvitha | Edward | Wei Li | | 2 |
| 4 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Isaac | Hao Feng | Sharif | Shyun | Tuan | | 3 |

Topics

* 1. Crafting a Professional Resume and Cover Letter
* 2. Preparing for an Interview
* 3. Building credibility at the workplace
* 4. Managing Conflict and Negotiation

**Individual Self-Audit Checklist:** How did I behave in pair and group discussions today?

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| Areas to reflect on | Did I… | Check if you have demonstrated such behaviours |
| Contribution to Discussion | Did I value-add to the discussion?  Did I make insightful comments? |  |
| Audience Awareness | Did I listen actively?  Did I show awareness of the audience's body language? address audience’s expectations/ concerns/ biases? |  |
| Task Facilitating Behaviours | Did I initiate discussions?  Did I give and seek relevant information and opinions?  Did I coordinate –show relationships among ideas?  Did I clarify issues and/or summarise discussions?  Did I suggest procedures that will help the team achieve the goals? |  |
| Group maintenance behaviours | Did I encourage my teammates?  Did I harmonize or help team members to resolve differences?  Did I compromise to arrive at a fair and mutually acceptable decision? |  |
| Rapport | Did I establish and maintain a friendly and professional rapport with others? |  |