**Formal Assignment 4: Group Presentation**

**ONE: Assignment Description**

Professional engineers are often called on to produce and deliver engaging, informative presentations. Therefore, engineering students must understand the tasks and learn the skills necessary to create effective presentation slides and deliver clear, well-organized speeches. To practice these skills, students will work collaboratively to create a presentation highlighting the key points from their recommendations reports (Formal Assignment 5).

**Assignment Context:**

Refer to Formal Assignment 5 content and audience requirements.

**GOALS**

Students will demonstrate the ability to:

* Apply principles 1-13 from the textbook.
* Work independently and collaboratively to create and deliver a single, cohesive PowerPoint presentation that:
  + Introduces the topic
  + Identifies requirements
  + Discusses research findings
  + Presents recommendations (and justifications for recommendations)

**DUE DATES**

* Recommendations Presentations: Week 10

**RESOURCES**

* *Engineering Communication*: Chapter 9 (Applying the Principles to Oral Communication)

**REQUIRED SLIDE CONTENT**

* **Introduction:**
  + Introduce team, purpose of project, purpose of presentation, and content overview.
* **Requirements slides:**
  + Provide definitions, customer requirements, sources for requirements.
* **Research:**
  + Each team member: present research material on individual slides.
* **Analysis:**
  + Discuss methods for evaluation and calculations.
* **Recommendations:** 
  + Present recommendations.
  + Provide clear, credible justification for recommendations.
* **Conclusion:**
  + Ask for questions.
  + Present action items/next steps.
* **Visuals:** Use tables, graphs, and illustrationsto clarify content and engage audience.
* **Works Cited slide (IEEE format: http://www.ieee.org/documents/ieeecitationref.pdf)**

**TWO: TIPS FOR CREATING EFFECTIVE SLIDES**

1. Make your first or second slide an outline of your presentation:
   * Follow the order of your outline for the rest of the presentation.
   * Only place main points on the outline slide.
   * Use the titles of each slide as main points.
2. Use 1-2 slides per minute of your presentation:
   * Write in key point form, not complete sentences.
   * Include 4-5 points per slide.
   * Avoid wordiness: use key words and phrases only.
3. Show/Present one point at a time to:
   * Help audience concentrate on what you are saying.
   * Prevent audience from reading ahead.
   * Help you keep your presentation focused.
4. Use clear, simple fonts:
   * Use at least an 18-point font.
   * Use different size fonts for main points and secondary points.
   * Use all caps only when necessary.
5. Use color effectively:
   * Use a font color that contrasts sharply with the background.
   * Use color to reinforce the logic of your structure (e.g., title Vs text)
   * Use color to emphasize a point--but only occasionally.
6. Use simple but attractive backgrounds:
   * Use light-colored backgrounds.
   * Use the same background consistently throughout your presentation.
7. Use graphs, tables, and other visuals effectively:
   * Data in graphs can be easier than raw data to comprehend & retain.
   * Trends can be easier to visualize in graph form.
   * Always title and label your graphs.
8. Proofread your slides:
   * Check for spelling, punctuation, and grammar errors.
   * Check for repeated words.
   * Check for parallel construction in headings and bulleted lists.
9. Use an effective and strong conclusion:
   * Your audience is likely to remember your last words.
   * Summarize the main points of your presentation.
   * Ask for Questions.
   * Suggest action items/next steps.

**THREE: TIPS FOR DELIVERING POWERPOINT PRESENTATIONS**

**(adapted from Lannon)**

1. Open with a **clear** **introduction** of your purpose and topic.
2. Make **eye contact** with your audience throughout the presentation.
3. Do not read from the slides or your notes. Slides should **briefly** outline key points; fill in the details, expand, or add examples in your speech. **Discuss topics; don’t recite slides**.
4. **Know your material**. Be prepared to answer questions about what is on your slide or what you say in your speech (not entire topic; just what you cover).
5. **Display interest and enthusiasm**. This is easier if you spend enough time with your source materials to find something of interest.
6. **Speak clearly** and at a comfortable pace, varying your tone and pitch as you would in a conversation.
7. **Give readers enough time** to read all content on each slide.
8. **Practice your delivery** to check timing and to be sure you know what transitions you will use between ideas and slides.
9. **Keep it simple** but not simplistic. **Visual elements (images)** will help your audience stay engaged.
10. **Provide transitions** to guide audience from point to point: First, For my next point, As you can see, In conclusion, etc. **Avoid vague pronouns** (it, they, mine).
11. **End with the most important takeaway points**. (In conclusion, further questions, observation, etc.).