

ENGG1000 S1 2018 – Guidelines for Oral Presentations

You are to present your design proposal, as a group, to your lecturers and mentors in the form of a professional oral presentation using some forms of visual aids (for instance, MS PowerPoint).

Time Allocated: 20 minutes. These 20 minutes are inclusive of any time needed for questions.

Scenario: You should imagine yourselves to be a design team, contracted to design a solution to the design problem. Your mentors and lecturers represent your client. This is the forum where you can present your design proposal to the client, in support of your written submission (the Design Proposal). Your aim is to convince the client that you have a good, technically-sound solution to the problem, and have a solid plan for its development so that it will be ready at the stated deadline.

There are three main points to focus on:

1. Explain your technical solution in a coherent and succinct manner.
2. Justify why your chosen design will win the competition.
3. Convince the client that you have a viable plan to present a functional prototype at final testing.

Audience: Your audience will be a group of mentors and lecturers. As for a real client, you can assume that they are all very familiar with the design problem, but not necessarily in the details of the solution developed by your team. Appreciate that your audience is busy so make sure you keep to the allotted time.

Format: It is at the discretion of your team as to how to run this session. It is strongly encouraged that every member of the group should be actively involved in some capacity, though naturally it may be difficult for every member to present in a coherent way in 20 minutes. It is strongly encouraged that students who have little or no experience in presenting in public take this opportunity to develop these skills.

Assessment: This is a group assessment task, part of the Design and Planning component. The mark for this presentation (together with your design proposal) is worth 15% of your final grade.

General Guidelines: Guidelines on preparing and delivering professional engineering presentations were presented in lectures by Pam Mort. These notes are available on Moodle.

There is a limit of EIGHT overhead power-point slides per team. Make sure you present your ideas in an efficient and coherent manner in these eight slides. The first, introductory slide must contain the names and student numbers of all active members of your team.