**COMM13729 The Art of Technical Communication**

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Presentations

# Introduction

# Public speaking is a very important skill that can help you build self-confidence and advance in any career you choose. The chances are very high that at some point in your career you will be required to speak to a group of people. It may be a group of strangers or a team of co-workers. This assignment helps you “get your feet wet” in public speaking. There’s an old joke that says most people would rather be in the coffin than giving the eulogy at a funeral! So if you’re nervous about public speaking you can at least take comfort from the fact that you’re not the only one!

# We all know that the best way to overcome a fear of something is to get in there and do it. Remember the best way to deal with nerves for any situation is to be well prepared, so make sure you know what you’re talking about and rehearse your part.

# Objective

Your team will create and deliver a **persuasive presentation,** where you are trying to convince the audience to do something / take action. The subject of the presentation is your choice. The presentation **must be** a persuasive presentation.

Groups of 2 or 3 are acceptable.

One of your team may have a passion for some subject. That is great, BUT this is a team assignment **- all of you must contribute to the development AND the delivery** of the presentation.

The topic can be basically anything that all of you are passionate about.

For a persuasive presentation, to be sure that you have an appropriate topic, you need to be able to state what you want the audience to do differently after they see your presentation. Buy something? Change their behaviour?

For example, if your presentation is called "Stop using single use plastic water bottles", then you want them to stop buying the 400 ml plastic water bottles and get a refillable water bottle instead.

**The subject of the presentation must be approved by me, so you need to decide on a topic and get approval by week 9.**

**Preparation**  
Self enroll in your team. (On SLATE: Management / Groups)

1. Once you know your team members, discuss as a team what subject about which you want to present. I have set up discussions in SLATE, by group, for you to use.
2. Check with me that your chosen subject is acceptable. You need to **send me an email on SLATE with the topic and your group number**. I will respond either approving your choice, asking for clarification, or rejecting your choice. DO NOT start working on the topic before it is approved.
3. Recommend you book an appointment with an English tutor to review your presentation (sometime in week 10 or 11)
4. Decide how you are going to communicate / work together. For example: WhatsApp and Google docs.
5. Plan and outline what you will need to do and when, Don’t forget to include practicing. Read through all provided material. Ask questions.
6. Draft your presentation slides. Revise until you are ready to submit for feedback at the Tutoring center.
7. Practice, practice, practice! Presentation skills feedback is also available at the Tutoring center.

**Rules for the presentations**

* PowerPoint files should be submitted to the Presentation drop box by the **beginning of class on week 12.** Late assignments are subject to the penalties described in the missed work policy. ( <http://academic.fast.sheridanc.on.ca/r/ac_academic_procedures_for_evaluations.pdf> ) **After 3 days, a submission is unacceptable and will not be graded**

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As you already know the presentations will be done on weeks 12 and 13. The order that the presentations are done will be chosen at random, so be prepared to present on week 12.

1) Attendance – Presentations require an audience. You are the audience. I am appealing to your sense of community and fairness in asking you to attend class for all the presentations.

However, since that sometimes doesn’t work, I will deduct 25% of your mark for this assignment if you do not compete surveys all the other presentations. And yes, that means if you are late for class on either week 12 or week 13, you will lose 25% of your presentation mark unless you have a doctor’s note.

If you’re not present for your own presentation you will lose 50% of the mark your team is given (ie. You personally lose 50% - not the whole team).

2) If you have not, in the judgement of your team-mates, contributed to the preparation of the presentation, you will not receive a grade.

3) I expect all members of the team to speak for some portion of the presentation.

4) I expect you to be quiet and pay attention when a team is presenting (laptops closed). That’s just common courtesy. I also expect you to listen, have some questions and be able to give feedback to the team at the end of their presentation. Have a pen and notebook available.

5) The rubric for this assignment is on the assignment box. To be clear I am looking for a presentation that is:

* Minimum 8 minutes in length. No Longer than 12 minutes
* well-prepared,
* well-researched, with proper citations using APA style, with a reference list and in text citations
* coherently and smoothly presented,
* interesting, informative and entertaining and hopefully, in some places at least, maybe even funny! You need to engage your audience.

This is worth 15% of your mark. I do expect a presentation that is worth 15% of your term mark.

I will not give any detailed written feedback. You will receive a summary of the survey responses. I will complete the rubric later.