1316 Buena Vista Ave.

Reno, NV 89503

December 1, 2017

Candice Bauer, Ph.D.

1664 North Virginia St.

Reno, NV 89557

Dear Dr. Bauer:

By watching the recorded presentation provided to my team of our final presentation, I found three skills I did well. I tried to use more applicable hand gestures during the presentation and I see that I did that effectively. I also see that I only used a filler word once, which has been difficult for me to work on. Finally, I can hear that I used a larger range of tone which I think kept the audience more involved in what I was talking about.

There are also skills I still need to work on. The first, and arguably most important, of which is my posture. I need to focus on keeping a strong posture when communicating as to not weaken what I am saying. Secondly, I need to make better eye contact. I made some eye contact, but there were parts of the presentation where my eyes were locked to the screen. Finally, I need to be prepared for people not asking the questions we agreed on prior to the presentation. The person who agreed to ask me a question had forgotten it and just made one up on the spot. I was so ready to answer a specific question that I was thrown off and stumbled through the answer.

The recording shows the results of the many weeks being in ENGR 301. I am very pleased with my progress in three of my presenting skills and I know some of the skills I need to continue focusing on.

Sincerely,

Willis Allstead