小组设计常见问题及考试须知（2023.10）

The following are the answers to some FAQs on the group work of Designing an Instructional Document, which I hope could be helpful to you.

Question1: When exactly will we make the presentation?

Answer: In week 7 of the school calendar (Oct 30--Nov 3) after we finish discussing Unit 4 of Technical Communication ( on writing for job application(resume, application letter, etc.)).

Question 2: Does every member of the group have to make a presentation?

Answer:

1. You can make your own decision on this.

2) However, as I believe and suggest, since EVERYONE has taken a part in the group's teamwork of the design, it would be better for EVERYONE to speak for his/her own work instead of just looking on and letting others do the introduction.

3)“1-2 speakers” should not be a limit, at least .

4) It is advisable that you arrange for 1 or 2 members to display an overview of your product, which will take AT MOST 3 minutes. However, the more detailed and complete introduction of your project is always MARKED BY EVERYONE'S contribution. This is particularly what I want to observe for FAIRER RECOGNITION AND ASSESSMENT of your work. The stage should be open to all members instead of a limited number of them.

Questions 3: How do we arrange our group presentation?

Answer: As clarified in the answer to Question 2 your presentation begins with a general introduction/an overview of your design (better with 1 or 2 members delivering) followed by detailed presentations on different parts of the design (also better delivered by the members who take these parts). On average, each part is allowed 1-2 minutes for the group presentation, which takes 15 minutes AT MOST.

Question 4: How is The GENERAL INTRODUCTION/ OVERVIEW delivered?

Answer: The GENERAL INTRODUCTION/ OVERVIEW of your design, as the name suggests, should be just a brief, focused summary of selected characteristics of your product but not necessarily a play of its all aspects, functions or whole process. Usually this is supposedly about

1. a display of your product’s designed IMPRESSIONS to the USERS as in interfaces(as of web pages or APPs) or the play of the product’s key parts (as in a video),
2. with the introduction of HOW AND WHY YOU ALLOCATE TASKS among members, and
3. particularly how you initiated the ORIGINALITY of your design and possibly its ADVANTAGES over others.

Question 5: Do we have to use PPT files for our presentations?

Answer: Yes. Visual aids such as PPT files are always a great help to a speaker’s presentation. And in our case they also become good evidence of our brilliance in work. To save time in the presentation, I strongly suggest that everyone’s pages in a group are edited into ONE PPT file.

Question 6: What specific works do we submit to you in regard to the presentation on the project of design?

Answer: Eventually you need to submit to me 2 works about your project of design: your final product (an instructional document in paper-printed or any electronic form); the PPT file for your group presentation. I will strictly respect your originality and intellectual property rights in both and I sincerely hope that you also show proper respect for others’ in your works. Plagiarism is our mutual enemy.

Question 6: About the allocation of tasks, can you give more specific suggestions, particularly on how we could possibly avoid overlapping in our teamwork of the group?

Answer: First and foremost, each one's efforts should always be an inseparable part of a group's teamwork. We try to avoid overlapping but by demonstrating our own individuality.

About individuality, there are always hundreds of options ahead of us. But here for our design, I would suggest two directions along which you can develop your creativity of design. And actually you always find them correlated with each other if the design is intended to be an effective one. On the one hand, you can refer to the more routinely explored aspects of the product design. Take a web page for example. Naturally designers would consider such elements as the colors and shapes, backgrounds, menus, fonts and sizes, buttons for extended links, editing and proofreading texts, introducing media types like music and video, etc. On the other hand, and more importantly for a better study of our course, you can try reflecting on your own design the way a professional technical communicator does. In that you try to consider how the basic qualities of technical communication are represented in your part of work. Suppose it's a design of a video. Again you may feel the need to work on some routine elements of the design such as music, scene, subtitle, sound and picture editing, etc. But you may consider other elements than just those. For better cultural adaptability, you may consider the audience’s familiarity with the music type. To avoid racism, facial appearances and expressions need to be fairly applied. And ethically misleading conducts should never be introduced when typically the audience are to be under-aged populations. Thus more diverging targets of teamwork emerge. This way you can always find people talking about the same topic but from different perspectives, quite individualistic as to their own focused area.

**2023秋研究生技术传播设计汇报考试办法**

各位同学： 10月30日——11月3日将进行技术传播设计汇报考试。请同学们遵照以下事项，认真完成考试。

1. **考场秩序：** （1）为保证秩序，原则上考试教室每次只安排一组同学进入考试。其他组同学可到场观摩交流，但考试组进程中，务必保持安静，尊重同学和老师。（2）考试期间任何人不得在走廊逗留、喧哗，影响其他同学或学校工作秩序。否则酌情扣分。等待时，请在不影响他人处，如空闲教室等。（3）各组按组号顺序（名单）先后进教室考试，请掌握好时间，按每组15分钟计，各自安排好到达时间。**展示优秀考纪学风！中华学子天之骄子！**

**注：为准备充分、机动时间充裕，请各组同学提前15分钟进入教室，即早8:00上课班级第一组同学入场时间约为7:45，后面各组以此类推，但如前所述，仍请注意秩序和风度，请勿干扰他人。（人数多、好协作、勤努力、人心齐，泰山移！）**

**2、组时间安排：每组汇报时间不超过15分钟**，请各组内协调好。超时应停止发言，情况可由主考老师或助教掌控。

**3、幻灯演示**：

1）为保效率有序，请组内各成员**打包或合并PPT，汇报前统一复制到讲台电脑**。

2）每位同学在**各自PPT 汇报部分每页请用中文显著方式标注**自己姓名、学号、组号、英语班号

**4、演讲要求**：参照各演讲要素及此前有相关资料。中心要求：清晰度和沟通性。

1. **作业提交：共两份。1）小组设计的文案产品 2）汇报所用PPT。**在汇报当日由组代表打包，注明班级及组号，QQ私信发我。

**6、其他情况：**如有任何相关考试的情况需要说明的，请及时反映。随时保持沟通和联系。

祝同学们考试顺利！