

Oral Presentation

Agenda

1. Review upcoming Oral Presentation Assignments
2. Review concepts for Midterm Exam

Current Situation

- Currently Week 6 – Research Meeting should be completed.
- Next tasks:
 - **Lab 8:** Draft of Oral Presentation Due
 - **Lab 10:** Give oral presentation; provide copy of slides, final reference list, and final handout

Draft of Oral Presentation Slides

- PowerPoint is required for this presentation *
- Create slides of your possible presentation materials based on your outline and TA corrections
- No required number of slides - keep in mind that the presentation must be 8 minutes plus 2 minutes set aside for audience question and answer
- Please print your presentation draft out in "handout format," two slides to a page.

* If you are unfamiliar with how to use PowerPoint, there is a tutorial on WebCT in the Course Materials > Team Projects section.

Final Handout

- Create an *original* handout to be copied for your entire lab section summarizing key points of your presentation.
- Why? To give fellow students some information to take home in regards to the discipline you studied.
- *Do not* give out a handout used by an engineering department; or print off a copy of your slides.
- Your handout should be one-page; front and back.
- Use a readable font and provide information in non-paragraph form. For example, it is not required of you to write a one-page paper. Think of the handout as a brochure.

Final Oral Presentation

- Actual presentation should last eight minutes and groups should allow two minutes for question and answer.
- Everyone in the group must present some portion of the material, or points will be taken off.
- You will be required to hand in one copy of the final copy of the slides you've used after you have finished presenting. Please print these out in "handout format", six slides to a page.
- You must also include a final list of references with your presentation.

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Grading

- Outline of Oral Presentation (25 pts.)
- Draft of Oral Presentation (25 pts.)
- Final Handout (50 pts.)
- Give Oral Presentation (100 pts.)
 - Actual Presentation (90/100 pts.)
 - Final Presentation Slides (5/100 pts.)
 - Final List of References (5/100 pts.)

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Oral Presentation Evaluation

- Individual Performance (30 pts.)
 - Poise/Professionalism
 - Delivery
 - Good Organization
 - Good Use of Visual Aids
 - Transition to Next Speaker

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Oral Presentation Evaluation

- Team Performance (60 pts.)
 - Introduction of Members
 - Creative Visual Aids
 - Effective Organization
 - Good Use of Time
 - Understanding of Topic
 - Answered Questions Clearly

* The full Evaluation Form can be found on the last page of the Oral Presentation Assignment Handout found in your Assignment Packet.

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