

Public Speaking and Communication

Dear student. Recall that in this course you need to give a presentation about your project. As a capstone course, we not only require you to present your work but also to *document* it. We require you to:

- Spend some time researching tips on giving good presentations. There are lots of resources on giving good talks on the web. The instructor has also given some of his own tips during lecture.
- You will need practice your talk at least three days before the real talk. You must have at least one person not in the class attend the talk and give feedback. This could be a parent, fellow student, or friend etc. However this person should take their role very seriously. This person needs to give you written feedback (if necessary, you can transcribe their spoken feedback). You can ask them to provide at least two examples of something they liked, and two examples of something you could improve on. You will need to prove that you held this practice session. You can do this with a Youtube video, photographs, etc.
- Write a 600 word essay on:
 - The best tips you have found in your research (be sure to cite your sources).
 - How helpful the practice session/feedback was.
 - The best talk you have ever seen (in person, or on the Web/TV). Why was it so effective? What did you learn from it that was actionable?

Hand In: You need to hand in:

- Your essay.
- The final draft of your presentation slides (if possible, print these in 4-per-page or 6-per-page format).
- The feedback (original legible handwriting or retyped) you received on your practice talk.
- Evidence that shows you gave a practice talk, a URL to a video or photos of the event, or a document signed by at least three people, that witnessed the event and givem the time and location.

The essay is an *individual* assignment, which everyone will hand in. The presentation slides, evidence of practice talk, and the required feedback will be completed with your *team* and should be stapled together and submitted **only** by the team leader, separately from the essay.