

Essay #3: Presentation Skills

ABET Goals

- **An ability to communicate effectively with a range of audiences**

(This is an individual assignment, but your team can all get require feedback in the same session, from the same guest critic, see below).

Dear student. Recall that in this course you need to give a presentation about your project. 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.
- 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).
OR
 - How helpful the practice session/feedback was.
OR
 - The best talk you have ever seen (in person, or on the Web/TV, e.g. TED Talk).
Why was it so effective? What did you learn from it that was actionable?

Hand In: You need to hand in, neatly stapled in a single document:

- 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 give the time and location.

Due date: March 7, 2016 at 3:10pm

	Poor-1	2	3	Excellent-4	Points assigned
Organization	No evidence of a practice talk having been given. Audience cannot understand presentation because of poor organization; introduction is undeveloped or irrelevant; main points and conclusion are unclear;	Tentative evidence of a practice talk having been given. Audience has difficulty following presentation because of some abrupt jumps; some of the main points are unclear or not sufficiently stressed;	Evidence of a practice talk having been given. Satisfactory organization; clear introduction; main points are well stated, even if some transitions are somewhat sudden; clear conclusion;	Forceful evidence of a practice talk having been given. Superb organization; clear introduction; main points well stated and argued, with each leading to the next point of the talk; clear summary and conclusion.	
Mechanics	Slides seem to have been cut-and-pasted together haphazardly at the last minute; numerous mistakes; speaker not always sure what is coming next;	Boring slides; no glaring mistakes but no real effort made into creating truly effective slides;	Generally good set of slides; conveys the main points well;	Very creative slides; carefully thought out to bring out both the main points as well as the subtle issues while keeping the audience interested.	
Delivery	Mumbles the words, audience members in the back can't hear anything; too many filler words; distracting gestures;	Low voice, occasionally inaudible; some distracting filler words and gestures; articulation mostly, but not always, clear;	Clear voice, generally effective delivery; minimal distracting gestures, etc., but somewhat monotone;	Natural, confident delivery that does not just convey the message but enhances it; excellent use of volume, pace etc.	
Relating to audience	Reads most of the presentation from the slides or notes with no eye contact with audience members; seems unaware of audience reactions;	Occasional eye contact with audience but mostly reads the presentation; some awareness of at least a portion of the audience; only brief responses to audience questions;	Generally aware of the audience reactions; maintains good eye contact when speaking and when answering questions;	Keeps the audience engaged throughout the presentation; modifies material on-the-fly based on audience questions and comments; keenly aware of audience reactions.	
Essay	No evidence was presented showing that the student gave a practice talk or if they did, that they learned from it;	Evidence of a practice talk was given, but little evidence was presented that this led to improvement;	Evidence of a practice talk was given, student demonstrated or claimed a single improvement from it;	Explicit evidence was presented showing that the student gave a practice talk and learned two or more concrete actionable lessons from it;	