Oral Presentations
Fundamental Objectives of Presentations

• Demonstrate what team has learned
• Identify specific design problem
• Present engineering solution to problem
• Design presentation
Basic Presentation Requirements

• Presentation (randomly scheduled)
  – 3 minutes for setup
    • Overhead and data projector provided
  – 4-6 minutes for presentation
  – 5 minutes for question and answer
  – 3 minutes cleanup

• Participation
  – At least 2 team members make presentation
  – All team members answer questions
  – Coaches/mentors may not participate (setup/cleanup included)

• Audience
  – Strict limit of 3 observers
  – Recording equipment must fit in schedule limits
Scoring

• Definition of Problem and Strategy
  – define the problem
  – outline the steps to solve the problem
  – technical information learned

• Knowledge
  – demonstrate thorough knowledge
  – answer all questions with clear explanations
  – Knowledge shared among team members

• Organization
  – present information in a logical, interesting sequence
  – team prepared and practiced

• Visuals
  – visual aids clear and useful
  – clearly labeled and captioned.

• Eye Contact and Delivery
  – maintain eye contact with the audience
  – speak clearly with confidence
General Model of Communication

Sender Encode Signal Decode Receiver

Field of Experience

A

Field of Experience

B
Presentation Design and Execution

• Entrance
• Introduction
• Sections (repeated)
  – Introduction/transition
  – Content
  – Summary/transition
• Conclusion/summary
• Questions
  – Management of responses
• Exit
Visual Content

• Don’t cram too much on slide
• Try to bring out key points
• No more than five bullets
• Limit to five words/bullet
Presentation

• Don’t read a slide
• The audience can read
• Time better spent in augmentation of slide
Visuals support presentation

• Use data projector (not monitor) to check
  – Text size/font
  – Color and contrast
  – Background complexity
  – Animation and sound
Font Selection

- Arial 32
- Arial 28
- Arial 24
- Arial 20
- Arial 18

- Times Roman 32
- Times Roman 28
- Times Roman 24
- Times Roman 20
- Times Roman 18

- Veranda 32
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- Veranda 24
- Veranda 20
- Veranda 18

- BernhardMod 32
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Too Much of a Good Thing

- Colors are pretty
- And they are fun to play with
- But the focus should be the message
Animation

- Adds interest
- Controls presentation focus
- Distracts from content
Significant Design Problem

Easy to miss
How do you get to Carnegie Hall?

Practice, practice, practice