**AEV Oral Presentation - Assignments**

**Purpose:**

This assignment is a chance for you to share information about your unique Advanced Energy Vehicle (AEV) with the entire class for their benefit via an oral presentation (with visuals). The oral presentation covering the AEV project is an opportunity for each student team to practice communicating their ideas concisely and in a way that is captivating to the audience.

**Assignments and Grade Breakdown (See following sections for details):**

1. Draft of visuals and plan for the AEV Oral Presentation (25 pts.)
2. AEV Oral Presentation (100 pts.)

**Approximate Working Timeline (Check course website for actual due dates):**

- **Lab 10C:** Team submits Draft of Presentation
- **Lab 11C:** Receive feedback from GTA
- **Lab 12B/C:** Team gives Oral Presentation on AEV Project

**Assignment Detail:**

A detailed layout of the process leading up to the oral presentation on ethics and the work involved follows.

1. **Discussing AEV Design**

   Teams are required to prepare and present on their AEV design. Do NOT discuss the project specifications since they were given and are the same for every group!

2. **Draft of the Oral Presentation (25 pts.)**

   After you have completed the bulk of your AEV design, your group is required to start preparing slides for your oral presentation. This **draft should be a close approximation of what you are planning for your presentation.** In grading this, GTA’s will be looking at content covered, formatting of the slides (e.g., **font, font size, slide color, font color,** etc.), aesthetics and length. There is no minimum/maximum number of slides required; however, keep in mind that the presentation must be **six minutes** in length with two minutes set aside for audience questions and answers.

   Make sure to include as much detail in the notes if need be. You will be evaluated based on:

   a. The overall organization of the contents of your presentation material - Arrange the presentation materials such that the subsequent topics are connected and have a smooth flow.
b. The approximate amount of time your group will spend on each topic.

c. The order in which the team members plan to present.

Grading of draft of slides:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR CONTENT AREAS</td>
<td>15</td>
</tr>
<tr>
<td>SLIDE FORMAT</td>
<td>5</td>
</tr>
<tr>
<td>SLIDE CONTENT</td>
<td>5</td>
</tr>
</tbody>
</table>

3. Oral Presentation (100 pts.)

The actual presentation should last no more than six minutes (approximately evenly divided among the team members) and teams should allow no more than two additional minutes for questions and answers. Please refer to the sample oral presentation in the *Technical Communication Guide* along with the following oral presentation evaluation sheet (below) for specific guidelines.