Lab Final
ENGR 2194
Final Exam

- What:
  - Oral Presentations (10 mins. + 2 mins. Q&A)

- When:
  - Recitation (12/4/14) – 2 groups
  - Lab (12/9/14) – 6 groups
Final Exam

- Evaluation
  - 40% - Individual Delivery
    - Poise and professionalism
    - Delivery and clarity
  - 60% - Team PowerPoint
    - Purpose of the lab
    - Explanation of mathematical concept
    - Brief summary of lab procedure
    - Key findings from the lab
    - Fields of engineering involved in the lab
    - Real-world example of the concept
Technical Communication (Verbal)
ENGR 2194
Technical Communications in the Real World

As previously mentioned, communication, both written and verbal, is extremely important in the business world. The best communicators are often the most successful people. Steve Jobs was an excellent communicator.
Technical Verbal Communication

- Verbal communication is a large part of the engineering field, as well as other professions.
  - What to present and how to present it?

- Effectively communicate information in a presentation.

- Use visuals to supplement the speaking points.

- Review good versus bad presentations.
Presentation Organization

- Cover/Title slide
- Introduction to the speaker or team
- Purpose statement/overview slide
- The main “body” of the presentation
- Conclusion/Recommendations
- References
Planning Presentations

- Audience
- Message and Supporting Detail
- Purpose
- Organization Strategy
- Figures/_graphics/Illustrations
- Other Media?
Quality Content Found in Communications

- Clear message presented
- Content focused on message
- Information is obvious while the presenter gives details
- Titles indicate sequence of topics
- Title/text font is consistent
- Research is cited
- Content free of typos, spelling errors, etc.
Presentation Materials

Life After Death by PowerPoint  (4:25)
  • Dan McMillan

Most Effective Use of PowerPoint  (4:03)
  • Nate Ward
Verbal Communication Delivery

Bad Presentation Skills

• Example 1 (4:50)
• Example 2 (7:24)

Good Presentation Skills

• Steve Jobs (7:02)
  ▪ More marketing than technical, but excellent delivery
• Amy Cuddy @ TED Talk (21:00)
  ▪ Engaging speaker who discusses body language
Important Takeaways

- PowerPoint slides (or any media) are to assist a presentation, not be the focal point.

- Presentation material should be concise, factual, and easy to read.

- Successful verbal delivery takes practice. Focus on:
  - Eye contact & body language
  - Consistent speech
  - Knowing the material fosters confidence!

- Use the Technical Communications Guide
Tips/Resources

- Review the remaining slides for additional tips
Using the Technical Communication Guide

The Technical Communication Guide aids students and contains:

• An introduction to technical communication
• A sample PowerPoint presentation
• A description of helpful software tools and grammatical rules
How to Effectively Deliver Your Presentation

- Have poise and stay relaxed when in front of audience
- Have a strong voice and speak loudly
- Keep a consistent pace throughout
- Maintain eye contact; scan the room slowly
- Find a good balance using hand gestures
- Use suitable body language to help convey your message and keep attention
Team Presentation Tips

- Establish a speaking order
- When waiting to speak
  - Stand quietly to the side
  - Don’t fidget/draw attention
- Use a verbal transition or segue between speakers
- Practice together
Verbal Communication Material

A presenter can have Powerpoint slides (or other media) to supplement their delivery of content.

The focus should be on the speaker and not the material. The material still needs to be of high quality:

- Concise points in large font
- Good contrast between text and background
- Limited information per slide
- Only use photos (not Clipart) as necessary
Verbal Communication Delivery

**DO:**
- Tell stories
- Show passion
- Show personality
- Use themes and metaphors
- Polish your performance
- Use humor
- Involve your audience

**DO NOT:**
- Neglect visuals
- Assume the audience understands
- Show your nerves/fidget
- Read directly from the screen or notes
- Use fillers or overly casual words