

# Sample Presentation Assignments

## Assignment: Final Presentation

This oral presentation will provide an overview of your completed project. The audience will be faculty members, colleagues and clients. Generally, oral presentations cannot cover the same amount of detail as written documents; therefore, your presentation must be a distillation of your report, organized around its most significant information (key messages). It is recommended that, early in your presentation, you identify the problem you were addressing and the solution you chose; it is also recommended that you follow the presentation sequence indicated in these instructions. Each team, however, will need to decide itself the best way to organize its presentation.

**Industry Analogy:** This is similar to a Final Client Meeting which is common in industry. At the conclusion of a design contract you will meet one final time with your client. You are attempting to persuade your client that your final design meets their needs and is ready for implementation. Rarely directly stated, but important, is communicating what value you have added to your client's situation. I.E. Have you been worth the cost to hire you?

## Final Presentation Required content:

- Presentation should include:
  - Opening strategy
  - Main statement
  - Keyword Summary of Sub-statements
  - Sub-statements with individual explanations and evidence
  - Conclusion
  - Take-away statement
  - Question and answer period
- Visual support. Presentation slides are commonly used. You may also bring handouts, prototypes, or anything that is reasonable and will help to persuade your client to accept your final design.

## Final Presentation Format:

- Presentations shall be a maximum of 21 minutes long. Teams that are significantly under 21 minutes will have the lack of content reflected in their grade. Teams will receive a one-minute warning at 20 minutes. At 21 minutes, they will be stopped; if they are not finished, the lack of conclusion will be reflected in their grade.
- The total final presentation time, the presentation plus the mandatory question answer period, will not exceed 25 minutes.
- EVERY team member shall present for at least three (consecutive) minutes, but teams may have members speak twice, providing these members speak the second time for approximately three additional (consecutive) minutes.
- After the title slide, a slide should be presented with the main idea of the presentation and its components. Each team member's full name shall be listed next to the section of the presentation for which that team member is responsible.

- At the end of the presentation there is a mandatory question and answer period. The ability of the team to respond to questions will be reflected in their grade.
- Dress code: business casual. Failure to dress business casual will be reflected in their grade.
- The presentation shall be carefully thought-out, organized and practiced beforehand, but neither read nor memorized, though you may glance briefly at notes or the podium monitor. Your presentation should have the feeling of a conversation with the audience, rather than a lecture or a speech. You are not permitted to read slides from the screen. If you must point briefly to the screen, your body must remain turned  $\frac{3}{4}$  toward the audience and you must return to the audience as quickly as possible.