

ADVANCED COMMUNICATION SERIES
TECHNICAL PRESENTATIONS

Assignment #1:
THE TECHNICAL BRIEFING

Objectives

- Using a systematic approach, organize technical material into a concise presentation.
- Tailor the presentation to the audience's needs, interests and knowledge levels.
- TIME : 8 to10 minutes

Note to the Evaluator:

In this presentation, the speaker is asked to deliver an informative briefing containing technical material. This material should be tailored to the needs, interests and knowledge levels of the audience, and should be presented clearly and logically. All aspects of the speech should support a single main message. It is suggested you read the entire project before the speech.

In addition to your oral evaluation, please complete this evaluation form by assigning a rating in each category, then making comments in the space on the right. Comment only where special praise or specific recommendations for improvement are appropriate.

Evaluation Guide

Category	Excellent	Satisfactory	Should improve	Comments/ Recommendations
In your opinion, was this speech interesting?	_____	_____	_____	
Was the technical material suitable for the interests and knowledge levels of the audience?	_____	_____	_____	
Did the speaker state his/ her main message at the onset of the briefing?	_____	_____	_____	
Did the points and support data contribute to understanding and acceptance of the main message?	_____	_____	_____	
Was the technical material presented in a concise, logical manner?	_____	_____	_____	
Did the speaker's delivery enhance the overall presentation effectiveness?	_____	_____	_____	

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Assignment #2: THE PROPOSAL

Objectives

- To prepare a technical presentation advocating a product, service, idea or course of action.
- To present your viewpoint logically and convincingly, using an inverted-pyramid approach.
- To effectively use a flipchart to illustrate your message.
- To effectively handle a question-and-answer period.
- TIME : 8 to 10 minutes for speech; 3 to 5 minutes for question period.

Note to the Evaluator

This project calls for a technical presentation that advocates a product, idea or course of action. The speaker has been asked to use an “inverted-pyramid” approach, putting his/her viewpoint at the beginning, then supporting it logically and convincingly. The speaker was also expected to conduct a question-and-answer period at the conclusion of the proposal. Visual aids (of the speaker’s choice) are recommended. It is suggested you read the entire project before hearing the speech

In addition to your oral evaluation, please complete this evaluation form by assigning a rating in each category, then making comments in the space on the right. Don’t comment on each category – only those where special praise or specific recommendations for improvement are appropriate.

Evaluation Guide

Category	Excellent	Satisfactory	Should improve	Comments/ Recommendations
Was the speaker’s main message clearly stated in terms of audience benefits?	_____	_____	_____	
Did the speaker clearly and logically support his/her main message?	_____	_____	_____	
Was the proposal appropriate in intent for the audience?	_____	_____	_____	
Was the proposal organized according to the “inverted pyramid” method?	_____	_____	_____	
Did the speaker effectively deal with audience questions?	_____	_____	_____	
During Q an A, did the speaker respond in a way that supported the main message?	_____	_____	_____	
How effective were the visual aids?	_____	_____	_____	
Was the speaker’s delivery as effective and convincing as his/ her content?	_____	_____	_____	

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Assignment #3:
THE NONTECHNICAL AUDIENCE

Objectives

- Understand the principles of communicating complex information to non-technical listeners.
- Build and deliver an interesting talk based on these principles.
- Answer audience questions that arise during the presentation.
- Use overhead transparencies to illustrate your message.
- TIME : 10 to 12 minutes

Note to the Evaluator

For this project the speaker is asked to deliver an interesting speech, in which complex information is conveyed to a non-technical audience. The speaker should entertain audience questions as they arise during the presentation, and use overhead transparencies as visual aids. It is suggested you read the entire project before hearing the speech.

In addition to your oral evaluation, please complete this evaluation form by rating the speaker in each category, using this guide: 1 = excellent; 2 = very good; 3 = satisfactory; 4 = should improve; 5 = must improve. Also, use the space on the right for comments. Comment only in those categories where special praise or specific recommendations for improvement are appropriate.

Evaluation Guide

Category	Rating (circle one)					Comments/ Recommendations
Topic selection (interesting, relevant)	1	2	3	4	5	
Absence of complexity (easy to understand)	1	2	3	4	5	
Opening (attention-getting)	1	2	3	4	5	
Organization (clear, logical)	1	2	3	4	5	
Support material (examples, comparisons that clarify and simplify)	1	2	3	4	5	
Transitions (smooth, easy to follow)	1	2	3	4	5	
Language (simple, without technical jargon)	1	2	3	4	5	
Responses to audience (questions answered simply and directly)	1	2	3	4	5	
Visual aids (bold, simple, visible, smoothly handled)	1	2	3	4	5	
Delivery (vocal, variety, body language, etc.)	1	2	3	4	5	

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Assignment #4:
PRESENTING A TECHNICAL PAPER

Objectives

- Deliver an interesting speech based on a technical paper or article.
- Effectively use a flipchart, overhead projector or slides to illustrate your message.
- TIME : 10 to12 minutes

Note to the Evaluator

For this project, the speaker was asked to present a technical paper or article. The opening should contain a clear description of the problem or process being discussed. Only a few major points should be included. The conclusion should contain a summary of the paper's conclusions, and any recommendations that arise. The speaker should use a conversational speaking style, and has been asked to illustrate his/her message with a flipchart, overhead projector or 35mm slides. It is suggested you read this entire project before hearing the speech. In addition to your oral evaluation, please write answers to the questions below. Where appropriate, offer specific suggestions for improvement.

Evaluation Guide

1. Did the speaker discuss only the technical paper or article's highlights during the oral presentation?
2. Was the presentation tailored for the audience's interests and knowledge levels?
3. How did the speaker make the presentation interesting?
4. What evidence indicated that the speaker prepare diligently for this project?
5. How effective were the speaker's visual aids and the way they were used?
6. What presentation strengths does this speaker have, as displayed during this speech?
7. In your opinion, how could the speaker improve his or her delivery in his/ her next speech?

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Assignment #5:
THE TEAM TECHNICAL PRESENTATION

Objectives

- Understand the nature and process of a team technical presentation.
- Conceptualize a briefing or proposal involving three or more speakers, including yourself.
- Assemble a team of club members capable of getting the job done.
- Orchestrate the planning, preparation and delivery of a team technical presentation
- TIME : 20 to 30 minutes*
 * Arrangements for this presentation should be made with your club's Vice President Education well in advance. Also, you should arrange for an evaluator for each speaker.

Note to the Evaluator

In this project, the coordinator's task was to develop a team presentation concept, assemble a team of speakers, and orchestrate the presentation. The actual presentation could be either a briefing or a proposal with a main message supported by all participating speakers. It should be smoothly planned and executed. All speakers should use the same type of style of visual aids. It is suggested you read the entire project before the presentation.

In addition to your oral evaluation, please complete this evaluation form by assigning a rating in each category, then making comments in the space on the right. Don't comment on each category – only those where special praise or specific recommendations for improvement are appropriate.

Evaluation Guide

Category	Excellent	Satisfactory	Should improve	Comments/ Recommendations
Was the presentation topic appropriate for the audience?	_____	_____	_____	
Were all speakers well-prepared?	_____	_____	_____	
Did the presentation appear to be well-coordinated?	_____	_____	_____	
Did all aspects of the team presentation support a main message?	_____	_____	_____	
Did the individual parts avoid overlap and include all pertinent material?	_____	_____	_____	
Did the coordinator effectively deliver his/her part of the presentation?	_____	_____	_____	
Were the visual aids well-designed and well-presented?	_____	_____	_____	
Please rate the overall effectiveness of the team presentation.	_____	_____	_____	