

Oral Presentation Guidelines

Overview

Design projects often require presentations to colleagues, clients, and users. These are given at various stages in the process. A great presentation accompanying a proposal may mean the difference between getting and not getting a contract. Presentations are frequently given during a project to report on progress or prepare the clients or users for the changes that they can expect once the project is complete.

Schedule

Two evenings per team. Team is expected to be present for the entire time, both evenings. Alternate dates will be arranged in case of cancellations due to bad weather.

Evening 1: Practice session. Evaluated but not marked. Feedback from your administrator and ECP (Engineering Communications Program) staff. See back for evaluation forms:

- ECE496 Administrator: *ECE496 Oral Presentation Evaluation Form*
- ECP staff : *ECE496 Practice Presentation Evaluation Rubric*

Evening 2: Grading session. Marking done by the administrator only. Time for questions from the audience; audience participation is counted towards your grade.

Details of Presentation

Visuals

A Powerpoint or similar presentation. Teams typically bring their own laptop to link in via the standard VGA or HDMI connector to the **TSJr (Teaching Station Junior)** A/V (audio/video) control platform installed in most of the tutorial rooms at UofT.

Prior to your practice session, be sure you know how to configure your laptop to output to an external monitor or projector, and go to URL

<http://sites.utoronto.ca/teachingstation/tsj/handbook.html>

for instructions on how to prepare your laptop (Windows or Mac) or tablet for the TSJr.

Teams should also bring a backup copy of their presentation on a USB memory stick.

What Must be Present (can be brief)

Title slide	Includes project name and number, speakers names (in order)
Motivation	Why are you doing the project? What makes it interesting / important?
Background	What does the audience need to know (beyond what they already know from common coursework) to understand the project?
Project Goal	Taken from the Test Document, concisely summarizes what the project aims to achieve.
Project Requirements	Highlight a few key, system-level requirements from the Test Document, that support the project goal. Ensure they are clearly worded and can be verified.
System overview	How does your solution to the problem work?
Progress update	How far along are you in implementing the solution?
Conclusion/Summary	Provide a memorable statement that is relevant to the presentation's main points.

Possible Components of the Presentation

- An outline slide that highlights the presentation contents. Avoid a generic slide by including words specific to your project.

Time Limits

Team Size	2	3	4
Max Time (min)	11	14	17

Tips

- Number your slides for easy reference during comments.
- See <http://www.comm.toronto.edu/~frank/guide/guide0.html> and other online resources on presentation (Google it!)
- Capture the interest of the audience. Try to convey what is interesting to you about the project.
- Use lots of pictures / figures / graphs / tables etc. and not so much text. Use bullets, not sentences.
- Don't read the slides. The slides should have brief points; the talk should expand or explain them
- Use large fonts (at least 20 points), for example, 20 points, 24 points, 36 points. Use 'sans-serif' fonts such as Helvetica and Arial which show up better on screen.
- The usual is about one overhead per 1-2 minutes. Faster is (usually) too fast. Slower allows the audience's attention to wander
- Use animation, but use it carefully. Too much is distracting. The right amount focusses audience attention where you want it.

Other Notes

- Marks are typically released after all the teams have presented.
- You can schedule time with the Engineering Communication Centre to go over your presentation or to practice.

ECE496Y Oral Presentation Evaluation Form		Section #	Administrator:
<input type="checkbox"/> Practice session <input type="checkbox"/> Grading session Date: YYYY / MM / DD			
Project ID:	Project Title:	Supervisor:	

Evaluation (*Letters refer to the individual team members listed above)		Excellent (E)	Good (G)	Adequate (A)	Poor/Missing (P)	Comments
Content (overall)						
Motivation						
Project Goal and Requirements						
System Overview						
Progress update						
Conclusions						
Presentation (overall)						
Flow and organization						
Captivation and impact						
Clarity of visuals						
Use of time						

Student Name	Evaluation		E	G	A	P	Comments
a)	Delivery (voice, pace)						Strengths: Suggestions:
	Answers to questions						
	Participation						
	Grade (/10):						
b)	Delivery (voice, pace)						Strengths: Suggestions:
	Answers to questions						
	Participation						
	Grade (/10):						
c)	Delivery (voice, pace)						Strengths: Suggestions:
	Answers to questions						
	Participation						
	Grade (/10):						
d)	Delivery (voice, pace)						Strengths: Suggestions:
	Answers to questions						
	Participation						
	Grade (/10):						

General Comments to Group:

Administrator Notes:

Team ID: _____**Content:**

Content	Requirement	Comments
Presentation Overview/Outline	A specific and informative overview that clearly identifies the purpose of the presentation and its key components	
Content of Presentation	<ul style="list-style-type: none"> • All key points are covered • Information is presented in logical order • Content is easy to follow 	
Quality of Slides	<ul style="list-style-type: none"> • Carefully planned layout • Balanced slide design (text & figures) • Transitions used appropriately • Number of slides is appropriate 	
Conclusion/Summary	A memorable statement that is relevant to the presentation's main points	
General Comments		

Presentation:

	Presentation	Requirement				
A	Vocal delivery	Clearly articulated; audible volume; natural style of speaking; appropriate pace				
B	Engagement with audience	Engages audience through eye contact; contact with audience enhances speaker's confidence; faces audience most of the time				
C	Interaction with slides	Refers to slides in a direct manner; uses slides to enhance speech; does not read slides				
D	Team dynamics	Good connection with team; presenter remains focused, even when not presenting; presenter aids in creating a sense of team unity in the presentation				
E	Body	Natural, non-distracting physical gestures; good posture				
Student	A	B	C	D	E	Comments