

Exercise D2, 11/23/04

Presentation Preparation

Task: Prepare for your presentation on your project paper, following the guidelines discussed in class.

Guidelines (slightly re-organized/rephrased)

- Content
 - Clearly state your research question, its cost/significance, and your response
 - Provide sufficient details in support of your response
- Delivery
 - Try to captivate the class (e.g., interaction, visually-appealing materials)
 - Try to integrate variation in voice and/or other manners of presentation (like the healthy heart)
 - Respect the audience, and try to present professionally
 - Organize the presentation in accordance with the research paper pattern (with the following target time for the section): Introduction (2 min.), Body (4 min.), and Conclusion (2 min.).

Additional suggestions/notes:

- I suggest that you organize your Introduction (2 minutes) as: background, research question/cost, and response. For your background, consider some memorable/attention-getting example to set the context to introduce your research question (no more than 1 minute, though).
- If you use Powerpoint, too many slides could actually distract the attention of the audience from the presentation itself. It would also be difficult for the audience to read “texts” on slides. Try to limit the amount of texts, using large fonts. Also add slide number on each slide (except the title slide), e.g., “1/8”.
- Practice your presentation and get a good sense of spending 8 minutes (a little less or more is OK). We must respect all the presenters and their allocated time. So, presenters will not be allowed to cut into the following session.
- Please come on time and stick to your assigned slot. We will adhere to the schedule.

Instructions/Notes:

1. Submit your presentation materials (e.g., Powerpoint file as attachment or on diskette, a copy of the handout).

Survey: Time spent between classes: _____

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