

EGR110 Final Presentation Guidelines

Length: Each team member should speak for 3 – 4 consecutive minutes. Teams should divide the presentation into reasonable parts (see below for suggestions). The presentation should be about 15 minutes long, with a minute or two for questions.

Audience: Your audience is other engineers, who are not familiar with your design and device, but need to be debriefed about the results of your efforts to determine if research and development of your project will continue. In other words, you should be trying to sell your design (or the potential of your design with modifications) and generate continued interest in your project.

Suggested Content and Organization:

1st speaker: Introduce yourself and the team
State intent of presentation
Outline what you will cover
Briefly introduce the design project and selected challenge
Discuss team goal

2nd and 3rd speakers: Present overview of design concept
Discuss the origin of your concept
Alternative designs considered
Describe details of design
 Show final sketches of device
 Mechanical parts
 Materials used
 Total cost
Operation of device
Programming of device (if appropriate)
Evaluate the design and design process
 Changes to original design (if any)
 How the device was tested

4th speaker: Recommended improvements to device
Lessons learned from project
Summary of presentation
Acknowledgments and references used (if appropriate)
Solicit questions from audience

Grading: Each person will be graded in his/her portion of the presentation separately from the rest of the team.

Overall presentation (sum of points below): _____ of 100 points

Content: _____ of 40 points

See above for recommended content

Organization: _____ of 20 points

See above for organization

Clear ordering of presentation, easy to follow

Preview of each subject

Delivery: _____ of 25 points

Length

Energy, voice fluctuation

Evidence that presentation was practiced

Eye contact

Limited distractions

Professional language used (no jargon, slang)

Complements visual aids (i.e. not reading directly from slide)

Smooth transitions from one speaker to the next

Appropriate appearance/dress

Visual aids: _____ of 15 points

Can be seen from back row

Enhance presentation

Does not distract from presentation

Right amount of information per slide

EGR 110 Oral Presentation
After your practice session ask yourself.....

Group cooperation

Was there a smooth transition from one speaker to the next?
Was material repeated unnecessarily?

Length

Did we stay within the time limit?

Organization and Content

Did we address specified items?
Did we follow a logical format?
Was material covered thoroughly?

Quality of Visual Aids

Could material be read from the back of the room?
Was material too cluttered?
Was too much information displayed at each viewing?
Was material an effective part of the presentation?

Delivery

Was the presentation energetic? Professional? Interesting?
Was there evidence that the speakers have practiced their presentation?
Was there eye contact with the audience?
Were we speaking in a mature, professional manner?
Could everyone be heard?