

## HOMEWORK ASSIGNMENTS

1. List two (the instructor may insert some other number here) reasons why engineers need to develop good presentation skills.
2. In a few sentences discuss the relationship between technical and communication skills for a practicing engineer.
3. List two (the instructor may insert some other number here) types of presentations that a practicing engineer may have to deliver.
4. Prepare a single list of the five (the instructor may insert some other number here) most important guidelines for planning, preparing, and delivering a talk. Write a sentence or two justifying your choices.
5. Select the most critical phase (planning, preparing, or delivering) in the presentation process. Write a sentence or two justifying your choice.
6. Select the single most important guideline for (a) planning a talk, (b) preparing a talk, (c) delivering a talk, and (d) preparing slides. Write a sentence or two justifying your choices.
7. Prepare a single list of the three (the instructor may insert some other number here) most important guidelines for (a) planning a talk, (b) preparing a talk, (c) delivering a talk, and (d) preparing slides. Write a sentence or two justifying your choices.
8. Prepare a simple form for evaluating student presentations using the ideas presented in class. The form should include a few criteria and a scale for scoring them.
9. Prepare (individually or as member of an assigned team -- the instructor needs to indicate which) a five-minute (the instructor may specify an alternate time limit) presentation on one of the listed topics. In preparing your presentation, you should read at least two articles dealing with your topic. You may select these from the set of articles your instructor provides or you may find them using standard library search techniques. (The instructor may designate one of these choices or allow the students or teams to make the choice individually.) You should cite your references in your talk. In preparing your talk you should do one of the following: (1) present a unified set of ideas on your topic, (2) compare and contrast the ideas in at least two references, or (3) compare and contrast the ideas in your references to those presented in class. (The instructor may designate one of these choices or allow the students or teams to make the choice individually.)
  - a. Importance of good presenting skills
  - b. Common mistakes in planning
  - c. Common mistakes in preparing
  - d. Common mistakes in delivering
  - e. Preparing for questions
  - f. Preparing for a hostile audience
  - g. Marketing presentations
  - h. Critiquing a presentation
  - i. Importing material into PowerPoint files
  - j. Handling questions
  - k. Introducing a speaker
  - l. Planning a presentation
  - m. Dealing with nervousness
  - n. Designing effective visual aids
  - o. Awards and recognition presentations
  - p. How to start a speech
  - q. Audience analysis

- r. Dealing with hostile audience
- s. Dealing with speaker anxiety
- t. Gathering information
- u. Transitions
- v. Ways to remember material
- w. Determining your purpose
- x. Analyzing our audience
- y. Supporting your points
- z. Using visual aids

10. Prepare (individually or as member of an assigned team -- the instructor needs to indicate which) a five-minute (the instructor may specify an alternate time limit) presentation on one of the listed topics. In doing this you should access the web and find at least two (the instructor may insert some other number here) sites that deal with your topic. You may find these by going to one of the sites listed below and using the links there to find material on your topic or you may do a search using "public speaking tips" or some such phrase as a subject in a search engine. (The instructor may designate one of these choices or allow the students or teams to make the choice individually.) You should cite your references in your talk. In preparing your talk you should do one of the following: (1) present a unified set of ideas on your topic, (2) compare and contrast the ideas in at least two references, or (3) compare and contrast the ideas in your references to those presented in class. (The instructor may designate one of these choices or allow the students or teams to make the choice individually.)

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- x. Analyzing our audience
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11. Either individually or in groups, prepare a short (the instructor needs to specify a time here) presentation on:

- a. Some material from the text (or other source) that will not be presented in lecture,
- b. Results of a lab exercise, design project, or other extended assignment,
- c. Some economic, professional, environmental, societal aspect of course material based either on specific references or on sources you find

12. Using the standard form, evaluate a group of presentations by other students and submit your evaluations.