

Advice Table for Presentations

Tagliatela College of Engineering

A. ORAL PRESENTATION

Dimension	Expectations
Verbal effectiveness (30%)	<ul style="list-style-type: none"> • Speak clearly and precisely. • Speak using proper volume. Person in back of room should be able to hear you and understand everything said. • Modulate your volume to provide emphasis of important points. • Minimal verbal static: using “um,” using “you know,” etc.
Non-verbal effectiveness – managing space and movement (30%)	<ul style="list-style-type: none"> • Maintain professional posture and body language – both presenter and team members should not speak at the same moment. • Face audience. Use your body language and movement to engage the audience, interact with the audience, and direct their responses. • Do not just read off of the screen. Instead use note cards or similar tool to refresh your memory so you will always be facing the audience. Hint: Do not stare at note cards either. Consider arranging note cards on the desk or podium in a way that you can read them at a glance. You might also create notes in PowerPoint and print those out to replace note cards. • Do not block the screen. Position yourself during the presentation so that the audience can see the screen at all times.
Presentation organized and balanced (20%)	<ul style="list-style-type: none"> • Each person gives about equal part of presentation. • Quick and smooth transitions between speakers.
Management of time constraints (20%)	<ul style="list-style-type: none"> • Delivered within time limits. • Final presentation will have longer time constraint.

B. POWER POINT PRESENTATION

Dimension	Expectations
Technical material covered (35%)	<ul style="list-style-type: none">• Include all elements required by instructor.• Status – show percent complete for major project elements.
Organization of the PowerPoint presentation (40%)	<ul style="list-style-type: none">• Opening slide – show each team member’s name and project.• Structure presentation in a logical manner following specific directions from instructor.• Final slide is questions slide.• Make every second count. Avoid unnecessary and unrelated material such as jokes and animation.
Readability of slides (25%)	<ul style="list-style-type: none">• Minimal use of color – recommend black lettering on white background. If using color, use: background blue colors and foreground contrasting colors.• Use same font for entire presentation.• Slides readable from anywhere in the room. Rule of thumb: you should be able to clearly read everything on your PowerPoint slide while standing 6 ft. from your own monitor.