ENGR 102 Oral Presentation Instructions for In-Lab Presentation

During this week you and your teammates will deliver an oral presentation of your results for the Module. The purpose of the talk is to:

1. Give you and your teammates the opportunity to explain your method of solution for completing the drug delivery challenge.
2. Allow you and your teammates to practice your public speaking skills in a collegial environment.
3. Encourage you to organize and summarize how you and your teammates come to a consensus on how to best solve the engineering challenge given to you.
4. Receive constructive criticism from your peers and faculty.

Due dates

1. See the course wiki and the course syllabus for individual due dates.
2. The final version of your presentation (PowerPoint file) must be uploaded to BbVista at least 24 hours prior to your presentation. You are welcome to use additional visual aids.
3. Present your Oral Report during the scheduled time designated by your Faculty Instructor and Teaching Fellow during lab.

Audience

You should tailor your presentation to an audience of your peers (e.g., your fellow first year students).

Your audience will be composed of ENGR 10x students, your Faculty Laboratory Instructor and Teaching Fellow and family or friends you choose to invite. For ENGR 103, Drexel's admissions office has also invited high school students to attend selected presentations.

Logistics

1. The presentation room will be equipped with a computer and computer projection.
2. If your team requires any additional equipment, you will need to provide it.
3. The presentation time is limited to 8-10 minutes with 3-5 minutes for questions. Note: this presentation time is based upon eight teams presenting in two hours. Please work with your Faculty Instructor and Teaching Fellow to keep the talks on time.
4. All team members MUST speak.
5. The Faculty Instructor and Teaching Fellow will grade the presentations.

Hints

Prepare adequately for your presentation by practicing with your teammates.

• Prepare "graphics" that illustrate what you have designed ("before" and "after" photos work well. For example, you could show how your initial design differed from your final one and how the final design performed better and why)

• Describe the technical details using graphics where possible (“A picture is worth a thousand words.”)
• Practice your presentation as a team and constructively criticize one another’s presentations.
• Have “backup” plan in the event that your electronic equipment crashes, the teammate with the only copy of the presentation is delayed, etc.
• Dress appropriately. Presentations should be made in a “business-like” manner. (Imagine that you are making presentation to your client/boss and that your next project/raise depends on how well you do.)
• At the beginning of the talk, one team member introduces herself, then the teammates and the project title. Consider giving your robot a descriptive name that describes its basic strategy.
• Do not use cue cards. Instead, put relevant information on the slide without overburdening it with text, and use the slide bullets as mnemonics.

Suggested Outline

1. Introductions, Title of Project, etc.
2. Overview of Talk (give an outline of what you are going to present.
3. Problem Background/Problem Statement
4. Work done toward solution of problem.
5. Solution (details of your solution to the design problem)

a. Technical details (What are the technical details of your solution.)
b. Summary of competition details (How did your robot perform?)
c. Recommendations for improvement.

6. Summary and discussion of relevance to nanorobotics.

Evaluations of Presentations

Please use the following scale in evaluation the teams.

5: Excellent 4: Very Good 3: Good 2: Fair 1: Poor

Team #

Opening Impression: Does the team appear professional?

Presentation of the Problem:

How well has the team described the background of the problem?

Presentation of the Solution:

How well has the team described the solution to their problem?

Research: Was adequate research apparent and well-documented?

Visuals: How effective were the slides at enhancing your understanding of the project?

Presentation Skills: Rate the overall effectiveness of the presentation.

Teamwork: Rate the team’s apparent level of cooperation.

Q & A: Did the team address questions effectively?