The Project

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CPSC 203

Overview

- Teams of 3-6 (ideally 5)
- Pick a technology and an Issue
  - Issue: business oriented, political, cultural, scientific, or artistic
- Develop a Website (UofC Wiki)
- Present the project to class
  - 7 minutes sharp!

Deadlines

- Wiki part: last day of classes @ 11:59 PM
- Presentation: April 6 to 16, in class
  - You have to be ready before your scheduled presentation
  - The schedule is assigned in an arbitrary way

Landmarks

- Teams formed by March 12 (TA)
- Project title and statement by March 19
  - Must be approved by your TA
- Information review by March 23
  - Self-deadline
- Argument by March 31
  - Self-deadline

Wiki Part

- Look at the CPSC 203 Wiki pages to see old project
- You CANNOT repeat a theme from an old semester
  - Academic misconduct
- It is OK if more than one team choose the same topic

How to Make a Good Presentation

ORAL COMMUNICATION

- Objective is the same as for written communication – to furnish information and convince the listener.
- Method is different:
  - Written report is meant to be glanced at, read and then studied.
  - Oral presentation is a one-shot deal that is done quickly; so it must be simple (no time to go into as many details as in the written report).

A "GOOD" PRESENTATION

- Be prepared (know the material, rehearse the presentation).
- Stand in such a way so that you do not distract the audience.
- Look at the audience and maintain eye contact.
- Project your voice speaking to the back row.
- Speak clearly.
- "Good" visual aids (Slides, transparencies, computer presentation, etc.).

GOOD VISUAL AIDS

- **Tip 1: Make presentation legible**
  - Use 24-point type for ALL CAPITALS & 32-point type for Capitals and Lowercase.
  - Improve visibility by using "Tahoma" or "Arial" rather than "Times" (more suitable for the report).

GOOD VISUAL AIDS (2)

- **Tip 2: Keep visuals simple**
  - At least twice as simple as in the report.
  - Round off numbers.
  - Substitute Symbols for words ($, %).
  - Maximum of 6-7 lines per slide.
  - Maximum of 6-8 words per line.

GOOD VISUAL AIDS (3)

- **Tip 3: Keep visuals simple**
  - Do not use them as notes to read from.
  - Use them to structure a concept or to emphasize a group of ideas.

GOOD VISUAL AIDS (4)

- **Tip 4: Keep visuals simple**
  - Better to have more slides with less on each slide.
  - Audience get bored from looking at the same slide while you speak through many points.

GOOD VISUAL AIDS (5)

- **Tip 5: Use Colors for purpose**
  - Use color to distinguish an important fact or to symbolize the meaning of a word or to emphasize a recurring theme throughout the presentation.
  - Don't use colors for decoration.

GOOD VISUAL AIDS (6)

- **Tip 6: Talk to the audience**
  - Make eye contact.
  - Speak clearly & avoid a monotone.
  - Think of it as a *communication* with the audience rather than a *presentation* to the audience.

GOOD VISUAL AIDS (7)

- **Tip 7: Be natural not perfect**
  - Do not be afraid to make mistakes; mistakes are unavoidable.
  - Better to be comfortable than be a perfect someone you are not.
  - No one is perfect

GOOD VISUAL AIDS (8)

- **Tip 8: Rehearse, rehearse, rehearse, rehearse, rehearse:**
  - Rehearse BEFORE the presentation:
    - Rehearse alone with a tape recorder.
    - Rehearse in front of colleagues.
    - Rehearse in front of video-taping equipment.

GOOD VISUAL AIDS (9)

- **Tip 9: Encourage questions:**
  - Questions mean that the audience was paying attention.
  - Pause before responding.
  - Repeat the question loudly.
  - Keep eye contact with all the audience (not only the person who asked the question).

GOOD VISUAL AIDS (10)

- **Tip 10: Seek feedback:**
  - Ask your colleagues, the attendees, the session moderator (in NGN110, your instructor) for feedback on your visual aids & your presentation as a whole.