
Assignment #3: Oral Presentation and Evaluation Report

The Oral Presentation

Each group will deliver a presentation of its Assignment 2 Grant Proposal

Before the actual presentation, all groups should prepare a one-page discussion, emailed to our class ahead of time, that describes your intended audience and, in very general terms, the proposed project.

Prepare a 25-minute presentation of approximately 25 PowerPoint slides, and as much as possible, spread the presentation evenly among the team. You won't have to use notes or notecards, since your presentation slides will be structured to allow you to speak to each slide from the computer screen you'll be viewing. All presentations will be videotaped.

Immediately following the presentation, your audience (the rest of the class in their roles of your audience) will ask questions during a 5-minute Q&A session.

Subsequent to the Q&A, the audience will assume you're no longer in the room and will discuss your presentation. You should take notes of this session.

The Evaluation Report

You (together with your group) will be responsible for viewing the tape of your team's presentation, taking notes as you do so.

By the date listed on our syllabus, you will need to email me a 2-3 pp., single-spaced memo that provides a general evaluation of your group's presentation and a specific evaluation of your own individual presentation. Include in your memo the grade you believe you should receive for your own (not your group's) presentation. Your memo should clearly define the criteria upon which your evaluation is based and justify the criteria used. The criteria should be developed by your group and used in each group member's memo.

As starting points, you might address questions like those below. (Please note that all of the below questions are related to the presentation itself; your questions/criteria can regard any parts of the process for completing assignment 3, though at least 50% of the criteria should be weighted to reflect the oral presentation itself).

- Were your main points clearly stated and well-developed, with effective transitions between them?
- Did you deliver your presentation with the appropriate volume, the appropriate rate of speaking, with poise, good eye contact, good body posture, and an absence of distracting mannerisms?
- Were your visuals effective in their design, and did you present them effectively?
- Were the appropriate P-Slots filled and the appropriate selling points articulated?
- Was the workplan (i.e., methodology) logical?

In effect, your evaluation report is a recommendation report, in which you are recommending the grade you should receive based upon the criteria you employ. To help you structure and organize that report, read the book's "Appendix E: Internal Proposals (Make Certain They're Not Reports)." Think of the document as comprising three parts, an introduction, body, and conclusion.

Assignment #3: Oral Presentation and Evaluation Report (cont.)

The Introduction. This element, which can be written in, say, three-fourths of a page, would have the following claims:

- This is the background surrounding this document (i.e., discuss the requirement to develop and deliver the presentation)
- Given that background, this is the objective (i.e., purpose) of this document): to recommend your grade for the assignment.
- Given that objective, this is what you did, your methods (i.e., discuss how you and your group developed the criteria for evaluation). State the criteria and justify why you chose them as opposed to others.
- Given those criteria, I recommend that I receive Grade X because...(now bullet the criteria, which will be a forecast of the headings in the body of the document.

The Body. Under each heading, discuss/argue/prove that the heading/claim is true.

The Conclusion. Separate this paragraph with extra space and/or some spaced asterisks, and simply summarize the main point of your memo--that is, that you believe you should receive Grade X for reasons A, B, C, ...

You are to provide a general evaluation of your group's presentation and a specific evaluation of your own individual presentation. Where should you place the evaluation of the team? You have at least two choices:

- *Block Tactic.* That is, discuss the team in one block and yourself in another. With this option, you'll want to evaluate the team in a first, unheaded, paragraph of the body. That will require that the body section itself has a first-level heading and the criteria have second-level headings.
- *Point-By-Point Tactic.* That is, under each criterion-heading, first discuss how well the team met the criterion; then, discuss how well you met it.

Whichever tactic you use, be sure to spend most of the time discussing how well you, rather than the team, met each criterion.

Your To Do's

- Watch the tape with your team
- Develop criteria with your team
- Email me your evaluation report by the due date on the syllabus*
- By the due date of the evaluation report, return the tape to my mailbox in Ross 206*
- By the due date of the evaluation report, mail me the PowerPoint document used for your presentation*

* Late penalties are in force for failure to submit these items on time.