

Assignment Sheet: PowerPoint Presentation

ECE 2301: Digital Design Lab

Length of Presentation:	10 minutes maximum
Point Distribution:	200 points total 100 points group grade; 100 points individual grade
Due Date:	Presentations will take place the last full hour of lab during demo week

Description:

Each group will give a timed (10 minute) PowerPoint presentation during the last full hour of lab (after all demonstrations have taken place). The presentation will be an overview of the team's design. A brief discussion of the project (limited to two slides) will adequately set the scope/context for the talk.

The focus of the presentation is to explain the team's technical approach and results, and to explain any differences between the final design and the proposed design (what modifications were made and why?). Each group will receive an overall grade for the presentation. Additionally, there will be a separate grade for individual members. Each member of the group will be evaluated on public speaking skills and on how well he/she understands the project technical details (therefore, all members must participate in the presentation).

Presentation Requirements:

- Each group will give an oral presentation using PowerPoint slides (or other presentation software).
- The presentation will be timed, and presenters will be stopped after 10 minutes to allow for questions.
- Each member of the group is required to present a nontrivial aspect(s) of the project.
- Two printed copies of the PowerPoint slides are to be turned in at the time of the presentation. (Print as "slides," "pure black and white.")
- ~~Business casual attire at a minimum is required.~~ Not required in summer. Just look decent.

PowerPoint Requirements:

- Avoid "text heavy" slides; don't clutter every square inch of the slide.
- Every slide should have a descriptive heading. No two slides should have the same heading, so avoid "Technical Approach, Cont."
- All figures, tables, diagrams, etc. must be large enough so that the details are clear and the labels are legible.
- Spelling errors and typos are unprofessional and should be avoided.
- All bulleted items should be parallel in structure (same verb tense, for instance).
- There is no slide minimum or maximum. Each team has 10 minutes to present. As long as you stay within the time limit, the slide count doesn't matter.

Organization of Slides:

- The presentation should have a clear beginning, middle, and end (intro, body, conclusion).
- The first slide must contain the title of the presentation, the names of the presenters, the course # and name, the section #, and the date of the presentation. (Not necessarily in that order.)
- Slide #2 and possibly #3 must contain a brief discussion/overview of the project. Once the scope/context has been established in these two slides, technical approach and project technical details can be presented. **You do not have to use two slides, if one will suffice.** But you **cannot use more than two slides** to explain the project (what you were asked to do, etc.).

PowerPoint Basics:

Presentations and slides should follow the guidelines on the UPCP website.

- Use a pre-formatted, pre-designed template. This will help you avoid having too much text per slide and ensure consistency if multiple people edit the presentation.
- Each slide should have a title/heading line that cues the audience to the information being presented on the slide.
- To keep slides simple and uncluttered, use short phrases, not full sentences.
- Make use of bullets.
- Use figures, photos, tables, and graphs whenever relevant.

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Organizing Your Content: Using the Story Board Method

These are content descriptions,
not slide titles.

Title Slide

Title must be descriptive!

Project Overview

Describe the problem
and any requirements

Design Solution

Introduce your
team's solution

Create a
unique title for
each slide.

Technical Approach

Technical Approach

Technical Approach

Avoid "Technical Approach, Cont.", etc.

Technical Approach

Technical Approach

Problems Encountered

What specific technical
issues/problems did you
encounter?

How did you solve them?

Results

Present the results
of the final demo and any
relevant testing

Quantify your results
when possible

Discussion

Discuss the strengths and
weaknesses of your design

Discuss your results

Proposed vs. Actual

Future Work

Discuss any changes you might
make to optimize your design.

How would you improve your
design?

What would you do differently
if you had to do this project
again?