

TECHNICAL COMUNICATION IN ENGINEERING: writing and presentation



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LESSON 4 –ORAL PRESENTATION

These exercises are intended to promote reflection and thus help students to be aware of those aspects discussed in the course.

EXERCISE 1-THE MESSAGE: The next time you attend a lecture or seminar, see whether you can discern the speaker's key message.

Guidelines:

- *What is the message you remember most?*
- *Does it coincide with the main message that the speaker wanted to convey?*
- *Keep in mind that the message should be short and clear.*

EXERCISE 2-THE STRUCTURE: The next time you attend a master class, seminar or talk, try to discern what is the structure used by the speaker.

Guidelines:

- *Has the speaker used any of the formulas learnt in the course?: introduction-body-conclusions structure, question/answer structure, AIDA structure, motivational sequence structure.*
- *Has the speaker hierarchized his/her ideas by importance?*
- *Has the speaker used the chunking method?*

The following exercises are intended for the student to prepare a 5-minute oral presentation on a technical or scientific subject. Each of the exercises will guide you through the different steps of the process on preparing an oral presentation.



EXERCISE 3-PLANNING-MESSAGE: Choose a topic (technical or scientific) that you like and build a sentence with your message for the following audience groups: (a) Students of similar level, (b) High school students, (c) Workers of companies in the sector with potential interest.

Guidelines:

- *The message must be short, clear and unique.*
- *You have to arouse the interest of the audience.*
- *Adapt it to the level of knowledge of your audience.*
- *Remember the difference between the topic and the message.*

EXERCISE 4-THE STRUCTURE: For a technical audience, think about how you want to develop the message you have selected in exercise 3..

Guidelines:

- *Choose the formula. Are you going to use an introduction-body-conclusions structure? Are you going to use a question / answer structure? Etc.*
- *Select and sort your ideas based on the message you created using the chunking method.*

- *Decide how to structure your ideas in the body of the presentation. Chronologically, spatially, etc.*

EXERCISE 5-DESIGN-VISUAL AIDS: Prepare the figures and tables for the presentation.

Guidelines:

- *What visual resources do I need to represent each idea?*
- *Do I need images, graphics, tables, videos, etc.?*
- *Where will I position them?*
- *What will be the design for my slides?*

EXERCISE 6-ORAL PRESENTATION-THE VOICE: Once the presentation is planned, structured and designed, write what you are going to tell, read it, and record yourself

Guidelines:

- *Do you vary the tone and volume of the voice?*
- *Does it sound monotonous?*
- *Articulate the sentences clearly. Vocalize correctly.*
- *Use an appropriate cadence.*
- *Avoid using pet words.*
- *Incorporates pauses.*
- *Repeat the recording until you are satisfied.*

EXERCISE 7- ORAL PRESENTATION-DELIVERY: Practice your talk out loud. Record yourself and ask a classmate / family member / teacher to give their opinion. Accept constructive criticism.

Guidelines:

- *Remember the guidelines for performing exercise 6*
- *Control your nonverbal language: pay attention to your hands and eyes.*

- *Become aware of your gestures.*
- *Present with enthusiasm.*
- *Repeat the recording until you are satisfied Para evaluar la presentación se puede utilizar la siguiente guía y rúbrica.*

GUIDELINES FOR EVALUATING ANOTHER SPEAKER:

1.- **First, highlight what the speaker did well.** Positive feedback is important. Reward is more effective than punishment; the carrot works better than the stick.

2.- **Suggest one or two ways in which the speaker may improve.** It's more useful to work on one or two things at a time than to try to fix everything at once.

3.- **Conclude by emphasizing something the speaker did especially well.** This may be something the speaker has genuinely done well, or it may be an area where the speaker has made great improvement.

4.- Here are some specific things to look for when evaluating a speaker:

- Could you recognize and summarize the speaker's intended message in a sentence or two?

- Was the talk targeted to the level of the audience?-¿Estaba la presentación bien organizada?

- Was the talk well organized?-¿Ha mantenido el ponente contacto visual con la audiencia?

- Did the speaker speak clearly and loudly enough? Did the speaker use vocal variety?

- Did the speaker choose appropriate and effective words to convey the message?

- Did the speaker make effective use of gestures or other body language?

- Did the speaker convey enthusiasm for the subject?

Rubric to evaluate oral presentation.

Evaluation Levels:

- **INSUFFICIENT (I):** The group does not do anything associated with the criteria. (0 PTS)
- **SUFFICIENT (S):** The group performs some of the tasks proposed in the criteria, but with difficulty. (1 PTS)
- **GOOD (B):** The group performs all the tasks proposed in the criteria and in most of them efficiently and correctly. (2 PTS)
- **EXCELENT (E):** The group apart from performing all the tasks proposed in the criteria, performs them all efficiently, quality and correctly. (3 PTS)

EVALUATION LEVELS		I (0PTO)	S (1 PTO)	B (2PTO)	E (3PTO)
ORAL PRESENTATION	SPEAK: Speak slowly and explain clearly and fluently.				
	CONTENTS: Speaker shows that he/she knows the contents of the topic and that he/she can demonstrate it.				
	VOCABULARY: Use appropriate vocabulary depending on the audience. (Formal and technical or informal)				
	EXPLANATIONS: Explain correctly figures of the presentation.				
	VOLUME: Use an appropriate volume to be heard by the audience throughout the presentation				
	POSTURE: The posture and gesture are very suitable. He looks relaxed and looks at his classmates naturally				
	ATTENTION: It is able to maintain the attention of the audience throughout its presentation				
	MESSAGE: The message of the presentation is clear.				
USE OF RESOURCES.	Speaker presents a structured PPT There is an introduction, development and conclusions of the topic.				
	The PPT has an appropriate format (follow a pattern, the slides present titles, justified text and the information reads well)				
	Present the important points to explain, without much text.				
	The visual resources used are adequate and consistent with the subject (number and quality)				
	TIME: Respect the previously established time.				

OBSERVATIONS:

FINAL MARK: