CMPT WORK REPORT FOR WORK TERM # 2 (CMPT 427)
ORAL PRESENTATION

The Oral Presentation allows students to hone presentation skills while explaining a technical process or design challenge encountered in the workplace. A **ten minute** presentation using PowerPoint, or another similar tool, to deliver technical content that informs and persuades the audience on one or more aspects of your Co-op work term is expected. Five minutes will be reserved at the end of your presentation for questions from the audience. It is intended as an assignment that will benefit your career, as delivering presentations and/or explaining concepts to your team in the workplace is essential to many IT roles, and may be a beneficial skill to have for many employers.

CONFIDENTIALITY

Your Oral Presentation should not contain any proprietary or highly confidential company information. Ensure you understand what you are permitted to share with those outside of the company, and have your Supervisor review your slides before submitting to the Co-op office. If some aspects of your work are confidential, do not include these details. Instead, include higher level non-confidential details regarding your responsibilities and accomplishments, and ensure you comment on this in your presentation so the audience is clear about the level of details you are providing. If the nature of your Co-Op employment does not present suitable material for an Oral Presentation, or if you wish to substitute the Oral Presentation for the Legacy Document Report, please contact your Co-Op Coordinator.

ASSIGNMENT FORMAT & CONTENT

An Oral Presentation should be structured as any technical report. It should include an introduction, a body, and a conclusion. Analysis of a problem or problems, and synthesis of knowledge should be demonstrated. An effective presentation will include:

- **Title Slide** – Clearly indicate the Company Name, Co-op Program, Co-op Semester (Mo-Mo / Year), Your Name, Permission to View (Yes = other students will have access to your slides as a resource in the future OR No = your slides will be kept in your confidential student file)
- **Outline Slide** – a quick breakdown of what will be covered
- **Technical Slides** – the heart of your presentation (use STAR approach)
- **Experience Slide** – reflection on what you learned “in the real world”
- **Summary & Conclusion Slides** – recap the key points of your presentation and appropriate acknowledgements
- **Question Slide** – let the audience know it is their turn to talk
TIPS & RESOURCES FOR CREATING & DELIVERING A GREAT ORAL PRESENTATION

- Show your passion and knowledge for the subject matter by projecting enthusiasm. Confidence is important and can be cultivated using various techniques, but the best thing you can do is PRACTICE!
- Slides should not contain too much information (try to limit your word count to 20-30 per slide)
- Bullets are better than paragraphs
- Sans serif fonts are best for text (other fonts should be reserved for code or scientific equations), adjust font size as necessary, but limit bullets/sub-bullets
- Images / photos / screenshots are highly encouraged (using appropriate resolution)
- Tables, charts, selected data sets, or data graphical representations are effective
- Short video clips are becoming increasingly common in presentations to demonstrate a point
- Avoid too much flying text, animations, or sound effects
- Spelling and grammar are essential – always double check
- Stand up straight while presenting, and look at your audience (not your feet or the screen)
- Avoid fidgeting, or putting your hands in your pockets
- Dress up – look sharp and you will feel more confident
- Video record yourself presenting, and watch for bad habits like speech tags (um’s & ah’s), and distracting mannerisms.
- Don’t be afraid to move about, but avoid pacing or swaying
- Use of humour is encouraged, but remember to keep it clean

Toastmasters – www.toastmasters.org/MainMenuCategories/FreeResources.aspx

EVALUATION CRITERIA: The Co-op Coordinator evaluating your presentation will provide you with written feedback after your session. These are the areas they will be looking for:

- **Introduction**: Clearly describes the motivation and need for this presentation.
- **Body of Presentation**: Clearly details the specific problem to be addressed by this report and lists the objectives.
- **Summary & Conclusions**: Summarizes the important findings, with reflections on career impact and/or recommendations for future work.
- **Presentation Skills**: Body language, voice tone & volume, eye contact with entire audience, question handling, prepared and comfortable with material, uses minimal body movement/gestures, professional dress code, avoids speech tags (“ummm’s, ahhh’s, like”), uses humour / other engaging dialogue in a professional manner, checks with inquisitor that question has been answered during Q&A period.
- **Use of Audio/Visual Aids**: Effective use of presentation tool, pointers, audio/video, etc. Free from spelling & grammar errors, adjusts photo pixilation and slide resolution as needed.
- **Format**: Follows standard practices – headings, image/figure labels, pagination and references, uses slides in format section above, figures/equations/charts/images are used to communicate data and provide visual information, uses bullets and sans serif font (recommended size 24-36), with only key points on slides.
- **Participation**: Actively listens to other’s presentations, asks thoughtful questions of peers, and participates in dialogue.
• **Time:** The presentation was close to TEN minutes.

If your presentation is **NOT** satisfactory, you will be notified by the attending Coordinator, and you will be required to re-present at the next available session.

**To submit this report, there are 2 steps required:**

1. By the deadline, upload an **outline** for your presentation slides to the *Assignments* section of the CANVAS course. The outline should be in Word format.
2. Presentation dates will be in the last week of the first month and first week of the second month. (May/June, September/October or January/February) Sign up will be online and details will be sent via CANAVAS. Both daytime and evening options will be available. You will be responsible for bringing your presentation to the session, USB key is the most common and recommended method of transporting the final product. If you have any questions or concerns please contact your coordinator.