

Presentation Assignment Description

Technical and Business Presentations

Before the Presentation

Before you present, you will need to:

- Choose and research your topic
- Complete the Presentation Preparation Worksheet
- Make slides for a 12 minute presentation (see details about presentation below)

When researching your topic, be careful about your source material. *A random internet website is not a good source of technical information.* However, Wikipedia or another encyclopedia is often a very useful step in helping you understand the basics and find credible sources. Textbooks, research monographs, scientific magazines (e.g. Science or Nature) or peer-reviewed scientific/engineering journals are excellent sources for your technical presentation (see below for a list of some potentially relevant journals). Use the BYU Library, Google Scholar and/or Web of Science to help you find these sources.

Because most businesses keep important information private, credible sources for your business presentation may be harder to find. Textbooks and journal articles may still have valuable information, as well might government data, publications by market research and consulting firms, data from trade organizations (e.g. AIChE) or traditional journalism (e.g. the Wall Street Journal, the Economist, etc).

List of Peer-Reviewed Journals Related to Chemical Engineering:

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| • AIChE Journal | • I/EC Product Research & Development |
| • Chemical Engineering Science | • Chemical & Engineering Progress |
| • I/EC Fundamentals | • Journal of the American Chemical Society |
| • Canadian J. of Chemical Engineering | • Physical Review Letters |
| • I/EC Process Design & Development | • Reviews of Modern Physics |
| • J. of Electrochem. Soc. | • Chemical Reviews |

When making your presentation, *remember to follow the logical structure outlined in class.* This is important, and it is the thing that most students lose points on in their evaluation. Make sure that you choose a presentation topic where you can do this! If, for example, you choose a technical topic where you can't find "results" then you will end up losing points for logical structure.

The Presentation

On the day you are to present, you should come prepared to give a **12 minute** presentation with an accompanying slide deck (Powerpoint, Keynote, Impress, Beamer, Prezi, etc.). A typical speaker covers about one slide per minute, so you should aim to have around 12 slides in your deck. Following your presentation, you will spend a few minutes fielding questions from the instructor and your classmates. Your presentation will probably last around 15-18 minutes including questions.

You should dress professionally on the day you present. You are old enough to decide what to wear, but “professional” generally means you should not wear casual clothes (e.g. jeans and sneakers). You do not need to wear a suit and tie or a dress, but you can if you would like.

Your presentation will be evaluated by you, by the instructor and by your peers. The instructor will give you some feedback immediately following your presentation. In addition, you will receive evaluation forms from both the instructor and your peers. These forms will help you identify both positive and negative aspects of your presentation, to help you identify what you do well and to help you improve. Finally, your presentation will be recorded and posted at <https://chemicalengineering.byu.edu/videos> to allow you to evaluate your own performance.

After the Presentation

After the presentation, you need to:

- Watch your video-taped presentation
- Review the comments from Dr. Tree and your peers
- Complete the Presentation Follow-up Worksheet
- Submit the assignment within one week.

Presentation Assignment Grading Rubric

You need to submit your completed assignment *on Learning Suite within one week* of your presentation. You will not get credit for the presentation until all of the pieces are completely turned in. *Late assignments will be 10 pts for every day late.*

Here is a final checklist to help you remember what you need to turn in:

- ☐ PDF copy of your filled out Presentation Preparation Worksheet
- ☐ PDF copy of your presentation (not a Powerpoint, Google Docs or Keynote file)
- ☐ PDF copy of the instructor and peer evaluation forms (one single pdf please)
- ☐ PDF copy of your filled out Presentation Follow-up Worksheet

	Score	Possible
Followed instructions to turn in PDF copies		10 pts
Presentation Preparation Worksheet		15 pts
Instructor Evaluation		40 pts
Peer Evaluation		15 pts
Self-Evaluation/Presentation Follow-up Worksheet		20 pts

Reminder: Due one week after your presentation (-10 pts per day late)