Team Presentation Skills
Engineering Communications
Practice

• Begin with standing up from chairs
• Computer delegation
• Standing order
• Signals
  • Change slide
  • Taking too much time
Introduction

• Title slide — all names; section-team number

• Introduce everyone at the beginning of the presentation
  • If being introduced, smile and nod
  • If introducing self, smile and step forward

• Overview
Transitions

• Thank your audience
• Introduce teammate
• Introduce teammate’s topic
• Thank person who introduced
• Greet audience
• Introduce self
• Introduce topic
Sadie says,

• “Thank you. And, now, I would like to introduce Diamond who will be discussing the Design Concept.”

Diamond says,

• “Thank you, Sadie. Good afternoon. My name is Diamond, and I will be discussing the Design Concept.”
Non-Speaking Role

- Be attentive
- Proper posture
- Support speaker - nod and smile
- Do not create distractions
- Maintain direct eye contact with audience (90%)
- Help re-engage audience members
- Fidgety?
  - Wiggle toes
  - Writing utensil
Conclusion

• Assign a person do the conclusion
• Use summary statements
• Do not just list the topics
Questions

• Designate a question solicitor
  • Opens floor to questions
  • Calls on audience members
  • Controls time
  • Closes floor

• Use proper questioning skill techniques
  • Provide positive reinforcement
  • Repeat question or answer in a complete sentence with proper keywords
Ending the Presentation

• After questions, thank audience
• Pause for stage exit
• Close presentation
• Return to seats