

## **DECO1005 Seminar presentations**

**Due date for Seminar 1 (Computing): 21 August 2007**

**Due date for Seminar 2 (Multimedia): 18 September 2007**

**Due date for Seminar 3 (Animation): 23 October 2007**

The students are required to present group seminars on each of the three topics – computing, multimedia and animation. The class is divided into 3 groups, comprising 15 students each. Each group, in preparing for and presenting the seminar, should do the following:

1. Decide upon a particular topic of their choice – either the entire history of the topic or a particular sub-topic within the three topics.
2. Research information on this topic as a group. Responsibilities for research should be divided amongst each of the group members, and each team member should be responsible for collecting data on some part of the topic.
3. Analyze the information collected as a group, using the frameworks discussed in class. You may choose to use the days marked as “No Session” for meeting and discussing the seminar.
4. Design a PowerPoint slide show for presenting this information as a group seminar. Each group member should introduce themselves, outline their individual responsibility in the group effort, and present about 5 slides, with an average speaking time of 1 minute per slide. Remember that even though individuals present the research and will be marked as such, the seminar as a whole should be coordinated and presented as a group. This implies standard designing of slides, continuity in the presentation of the information etc. Group members should email the whole presentation to themselves, so that on the final day, it may be just downloaded onto the Lecture Theatre machine and be used by all the members.
5. The other two groups, not presenting on that day, are required to ask questions of the presenting group after the seminar. The questioner should introduce himself/ herself before asking the question. Marks will be awarded for good questions and to people who actively participate in the discussion.
6. Each student presentation will be marked for 25 marks. Basis for marking the presentation will be as follows:
  - a. Quality of research: 5
  - b. Organization and presentation of content: 5
  - c. Quality of analysis: 5
  - d. Quality of oral presentation (seminar presentation and answering questions): 5
  - e. Quality of visual presentation (design of slides): 5

Some guidelines for designing good slides and presenting are as follows:

- a. Do not put lots of written material on the slide. This distracts the audience as they will try to read the information and listen at the same time. Put short, concise, precise bullet points and elaborate on them as you speak.

- b. Practice the presentation as a group before the final day. Observe each other. If your group member finds listening to you interesting, so will the rest of the audience. Advise each other on the design of slides and how to make the presentation more interesting.
- c. Do not simply read script that you have written beforehand, but practice and try to present extempore. This makes your presentation conversational, establishes direct eye contact with the audience and ensures that you make it interesting for others.
- d. Replace words with images wherever possible. Images speak more than words, and establish a visual interest for the audience.
- e. Try to use light backgrounds on the slides. Use of dark backgrounds (ex. Red text on black backgrounds) makes it artistically nice, but increases cognitive load on the audience. When trying to convey technical information, it may be better to use light backgrounds (ex. Black, blue, red text on white backgrounds).
- f. Try to imagine that you are presenting professionally to an audience. This makes for more confidence and improves the quality of your presentation.