Assignment #1a: Introduction Presentation  
Assigned: Tuesday, 2 October 2001  
Due: Tuesday, 2 October 2001 // Thursday, 4 October 2001

Short description  
In order to work together effectively in the class, we need to know more about each other – about our differing skills, interests, backgrounds, etc. For this assignment, please work in teams of 3-4 students to create a PowerPoint presentation that introduces each of you to the class.

Requirements:  
- General  
  o Create a PowerPoint presentation that consists of 5-6 slides and lasts no more than 5 minutes  
- Technology Features - Please include  
  o A title slide and at least two other slide types  
  o At least one table, graph, or organization chart  
  o An appropriate background  
  o One “unique” feature – preferably some feature that you know about but others may not  
- Content - You should include the following information for each student  
  o Name  
  o Areas of interest within technical communications  
  o Experiences relevant to technical communications degree  
  o Future plans  
  o Other possibly useful information

Objectives of this assignment:  
- Provide students with an opportunity to practice using PowerPoint  
- Stimulate discussion of the basics of a good presentation  
- Stimulate discussion about useful/hidden features of PowerPoint  
- Help the members of the class get to know each other  
- Provide students with an opportunity to practice presenting to a group  
- Begin cultivating TC310 as a learning community

Tips:  
- If you have questions – ask other members of the class!  
- Surf the menus to learn more about the software

Submission:  
- You will give this presentation during class on Tuesday, 10/2/01.  
- Also, please bring an electronic copy to class on Thursday, 10/4/01.