

**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.