

Presentation Skills I

Reading

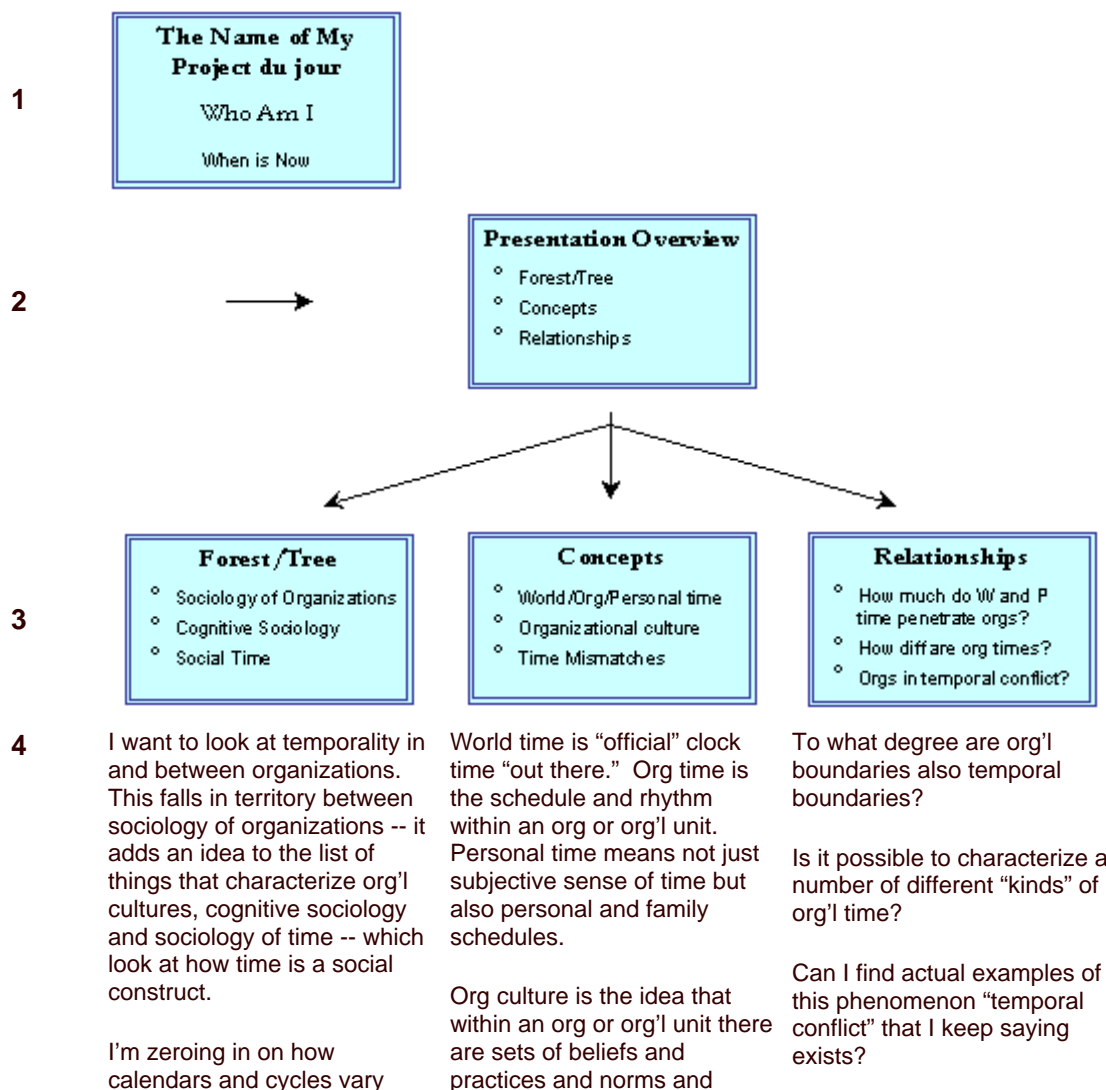
RAND Communications Consulting Group. 1996.
"Guidelines for Preparing Briefings"

Objectives

The purpose of this exercise is to get you started down the road to becoming a competent presenter of your ideas.

Procedure

Based on your topic du jour, prepare a five minute briefing for members of the seminar. In it you should communicate your current sense of the forest and your tree, potential reasons why this issue is sociologically interesting, some concepts involved in the phenomenon, and three speculative relationships among these. Organize your presentation "top" down as described in the RAND publication and as shown below.



between orgs that have to work together and how this is dealt with.

customs that are akin to a culture.

Time mismatches refer to conflicts that arise when two parties interact and bring divergent temporalities into contact.

Slides

You need to produce 5 slides:

1. Title/Author
2. Structure/Outline of Presentation
3. Forest/Tree
4. Concepts
5. Relationships

Handout

Prepare a one page summary of your presentation that classmates can use for taking notes. It should include all the information you KNOW they will want to write down so as to save them that effort. Leave them free to write down questions and such that occur to them as you are talking.

Timing

Practice your presentation ahead of time. Provide a time plan like the one below to your timekeeper.

Timetable for Five Minute Briefing

Time	Task
0:00	Greeting: Introduceself, show title author slide
0:15	Structure/Outline ofPresentation Slide
0:45	Forest/Tree slide. Explain field of sociology I'm working in, where this fits.
2:00	Concepts
3:15	Relationships slide. Go down the list.
3:30	Explain first relationship
3:50	Second relationship
4:10	Third relationship
4:30	Summary and Wrap up
5:00	Done