

Technical Presentations

1. The Technical Briefing

- Time: 8-10 minutes
- Objectives:
- Using a systematic approach, organize technical material into a concise presentation.
 - Tailor the presentation to the audience's needs, interests and knowledge levels.

2. The Proposal

- Time: 8-10 minutes, plus 3-5 minutes (Q&A)
- Objectives:
- To prepare a technical presentation advocating a product, service, idea or course of action.
 - To present your viewpoint logically and convincingly, using an inverted-pyramid approach.
 - To effectively use a flipchart to illustrate your message.
 - To effectively handle a question-and-answer period.

3. The Nontechnical Audience

- Time: 10-12 minutes
- Objectives:
- Understand the principles of communicating complex information to nontechnical listeners.
 - Build and deliver an interesting talk based on these principles.
 - Answer audience questions that arise during the presentation.
 - Use overhead transparencies to illustrate your message.

4. Presenting a Technical Paper

- Time: 10-12 minutes
- Objectives:
- Deliver an interesting speech based on a technical paper or article.
 - Effectively use a flipchart, overhead projector or slides to illustrate your message.

5. The Team Technical Presentation

- Time: 20-30 minutes
- Objectives:
- Understand the nature and process of a team technical

- presentation.
- Conceptualize a briefing or proposal involving three or more speakers, including yourself.
 - Assemble a team of club members capable of getting the job done.
 - Orchestrate the planning, preparation and delivery of a team technical presentation.

Note: For some speech projects, the presentation time may also include additional segments for such activities as question-and-answer periods, depending on the project.