



The Outline:

You **MUST** submit:

- A presentation video (15 - 20 minutes)
You select your own topic (make it interesting) and use 10-15 slides maximum.
- A report describing your presentation
The report will describe your processes — in preparing, planning, and structuring your presentation. The report should be between 800-1000 words (maximum).

Submission deadline: 18th of February 2024





The Presentation:

- Power point presentation
You may use other format that you are comfortable with If, power point is not available (e.g., keynotes, screen recording tools, etc).
- Refer to the lecture videos in Week 2 to help you structure your presentation
You should consider all the main elements required for a successful presentation, and you can also include optional elements (as discussed in the lecture “Bringing it all together”). Additionally, you can add your own flair to your videos (but maintain professionalism).
- Refer to the “Detoxing” presentation outline as guide
You can find a sample presentation structure in the lecture video discussing the “Detoxing” topic. You can use the video as a guide (or baseline) to structure your presentation.





The Report:

- Discuss the preparation and planning processes
You MUST consider the 6 questions as discussed in the lecture video (emphasise on MUST).
- Discuss your presentation structure
You should show examples of your Introduction, middle part and conclusion.
- Discuss your audience
You should describe your target audience (e.g., colleagues, students, customers, etc)
- Additional factors
You should mention any additional factors that might be relevant to your presentation which were not mentioned in the lecture video but necessary in order to be useful to your target audience.



Contacts:

CT3112 : Professional Skills

AS01 - Presentation Skills



Feel free to get in touch for any questions:

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Week 01 to Week 04

