

Advanced Manual – Technical Presentation

The Technical Briefing

Objectives: Using a systematic approach, organize technical material into a concise presentation.
Tailor the presentation to the audiences needs, interests and knowledge levels.

Time: 8-10 minutes

The Proposal

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 flip chart to illustrate your message.
To effectively handle a question-and-answer period.

Time: 8-10 minutes

The Non-technical Audience

Objectives: Understand the principles of communicating complex information to non-technical 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.

Time: 10-12 minutes

Presenting a Technical Paper

Objectives: Deliver an interesting speech based on a technical paper or article.
Effectively use a flip chart, overhead projector or slides to illustrate your message.

Time: 10-12 minutes

The Team Technical Presentation

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.

Time: 20-30 minutes