

**Analog Design
(1MEI104)**

Technical Presentations

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Purpose

As stated in the course syllabus, a learning objective for the students is to review a topic on analog VLSI techniques, write a report and make a technical presentation about it.

According to abundant evidence, employers report that an individual's ability to demonstrate effective communication in the workplace is among the top skills they seek in job candidates. Practice in communicating an oral and written message is not only good preparation for employment, but also fundamental to the educational experience. This technical presentation aims not only at improving student's communication skills, but also at practicing the ability of self-conducted learning.

Guidelines for the Oral Presentation

Each student has chosen one of the proposed topics. In preparing their oral presentation they should keep in mind the following:

- a) Adapt the contents to the audience (graduate students with good background on the subject)
- b) Constrain the presentation to a 30-minute talk, followed by a 10-minute period for questions and answers. One of the students will use a stopwatch, to keep track of the duration of the speech and to signal the speaker the key intervals ("5 minutes remaining" and "time is over").
- c) Define an outline for the presentation
- d) Structure the presentation by an introduction, body and conclusions
- e) Use transitions (connectors) to make the presentation easy to follow
- f) Plan the presentation, but do not memorize it (should be planned yet conversational)
- g) Anticipate questions and be prepared to answer them
- h) Consider the grading criteria for further recommendations

Grading Criteria for the Oral Presentation

The oral presentations will be evaluated by the instructor and by the audience (classmates only), immediately after the presentation. Exhibit 1 shows the grading criteria that will be used for evaluating the oral presentations, which was adapted from [1].

Guidelines for the Written Report

On the day of the presentation at the latest, the speaker has to provide a copy of his written report to all

Evaluation of the Oral Presentation

Name: _____ Date: _____
Topic: _____ Grade: _____

Introduction (15 points) _____
The speaker gained audience's attention and interest
The speaker stated the purpose or central idea of the speech
The speaker gave a preview of the rest of the presentation

Body (40 points) _____
The speaker tailored the message to audience interests
The speaker used language and examples appropriate to audience
The main points were clearly and accurately presented
The order of the points was logical and easy to follow
The main points were developed with appropriate detail and support
The use of transitions made the presentation easy to follow

Conclusions (15 points) _____
The speaker prepared listeners to the end of the presentation
The ending summarized and pulled together the main points
The ending reinforced the central idea of the presentation

Delivery (30 points) _____
The presentation was planned yet conversational in manner
The speaker had frequent eye contact with listeners
The use of notes was comfortable and unobtrusive
The speech rate, clarity, and volume made the speech easy to understand
The use of gestures reinforced the verbal message
The speech was given in the time period specified (30 min.)
The visual aids were comfortable and effective

Comments _____

Exhibit. 1. Grading criteria for the oral presentation.

his classmates and to the instructor. This report is intended as notes for the topic to be covered. The report should not consist of handouts of the presentation (copies of the slides). It should describe in a tutorial manner the fundamental contents of the presentation. The report should not be read during the presentation. In preparing the report the speaker should keep in mind the grading criteria shown in Exhibit 2.

Grading Criteria for the Written Report

The written reports will be evaluated by the instructor and by the classmates. Classmates must hand in their grades to the instructor on the next class. Exhibit 2 shows the grading criteria that will be used for evaluating the written reports. The proposed strategy for assessing the written report is inspired in the work of Hobson [2].

Evaluation of the Written Report

Name: _____
Topic: _____

Date: _____
Grade: _____

Introduction (5 points) _____

The report has a brief introduction
The introduction explains the importance of the subject
The introduction outlines the report's contents

Theory (35 points) _____

Author provides appropriate level of basic and overview information
Author provides detailed analysis of the main structures and circuits
The analyses are technically correct and sufficiently accurate
Author identifies and explains the issues of central interest
The report does not leave out fundamental points related to the subject

Examples (35 points) _____

Author illustrate the main points with interesting examples
Examples are clear and easy to follow
Examples are supported either with computer simulations or with lab measurements

Conclusions (5 points) _____

The conclusions are objective
The conclusions summarize and pull together the main points

Bibliography (5 points) _____

The report includes useful references and other resources

Format (15 points) _____

The report is clean and well organized
The style is concise and clear
The figures and plots are clear and readable
The report is free of grammatical and typographical errors
The report is between 3 and 10 pages long

Comments _____

Exhibit. 2. Grading criteria for the written report.

References

- [1] B.L. Quigley, "Designing and grading oral communication assignments," *New Directions for Teaching and Learning*, num. 74, Summer 1998, pp. 41-49.
- [2] E.H. Hobson, "Designing and grading written assignments," *New Directions for Teaching and Learning*, num. 74, Summer 1998, pp. 51-57.