

Memorandum

To: Dr. Olga Menagarishvili, Professor for ENG 3700: Technical Writing

From: Lily Fandel and Maddie Wise

Date: April 26, 2018

Subject: Review of Presentation on Ch. 27: Writing Reader-Centered Instructions

On February 13, 2018, we gave a presentation on how to effectively compose reader-centered instructions. This memo will describe what aspects of the presentation were successful, and what aspects were capable of improvement.

Successful Aspects of Our Presentation:

The pacing of our presentation was very successful. Our instructor expected the presentation to last no more than 30 minutes, and it finished exactly on time. Appropriate lengths of time were spent on the information, examples, and activities.

The activities we provided were engaging and well received by our audience. Our classmates seemed to enjoy the opportunity to get on their feet for one activity and create a seasonal object they could keep in the other. We feel as though these activities demonstrated the importance of well made instructions and enhanced their understanding of the topic.

Improvable Aspects of Our Presentation:

The design structure of our presentation could have been improved. Many of our slides featured complete sentences rather than simple word combinations, and they could have benefited from grammatical parallelism. This led us to read directly off the slides at times, which reduces audience attention and engagement. Certain slides lacked images completely, which left the audience with little visual stimulation. The organizational and hierarchical structure of the information within the slides often varied. This should have remained consistent throughout the presentation.

Our oral presentation skills also warranted improvement. As previously stated, we often read word for word off our slides. This is not ideal. Presenters should include as few words as possible and elaborate with information that is not written on the slides. There were times when one of us did not speak loud enough. Speaking louder could have improved comprehension among the audience, as speaking too quietly is often distracting from the information being presented.