

# Memo

**To:** Com 221 Students

**From:** Lynn Koller

**Date:** September 1, 2011

**Re:** Assignment 5 – Chalk n’ Talk

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For this assignment, you will do an oral presentation describing the **findings, conclusions,** and **recommendations** of your analytical report to your primary audience. Your presentation should be between three and four minutes and **must not exceed four minutes.**

Use one **low-tech visual aid** of your choice. (You’re not required to use chalk!) No digital technology. You should refer to and explain your visual aid during the presentation. Consider the following ideas. You may also come up with your own idea:

- **Poster** - Use a poster to display a diagram, photographs, chart, etc. No need to make it too complex. Insure that the poster would be suitable for a professional audience. Use high quality images or graphics and insure that the size of the poster is appropriate for your audience. For the most part, avoid hand-drawn lettering, sloppy gluing, or other questionable elements. **Example:** A poster with a title and two photos that compare and contrast two objects of your study.
- **Handout** - Design a handout that matches your presentation. Simple is fine, but avoid simply printing a web page or photocopying another handout or graphic. Include your name/presentation name and your own words, as well as outside source material if appropriate. The handout should make sense without explanation. **Example:** A significant graph or chart that illustrates your main findings, cites outside sources, and has a title, printed on 5.5”x 4.25” cardstock.
- **Whiteboard** - Write legibly. Use the whiteboard to catch your audience’s attention with an illustrative demonstration or drawing. Avoid using the whiteboard to write out a detailed chart, graph, or table that would be more effectively presented in a handout. **Example:** Draw out a quick sketch that builds with your talk and/or prompts audience feedback.
- **Physical object** - You might have an actual object or model of an object that you use in a physical demonstration. **Example of what not to do:** Do not release mosquitoes into the classroom (as [Bill Gates did at a TED presentation](#))!

*Worth 50 points.*