

MEMORANDUM

DATE: December 6, 2017
TO: Linda Sowers, Professor
FROM: James Wiley, Student
SUBJECT: One-Click Deliveries Presentation Review

In an effort to grade my presentation, I've compiled both strong points and weak ones from the video recording. During my presentation, I had a good tone of voice, speech patterns, and body language. My voice was clear and my uniqueness came across as non-confrontational. My speech patterns varied and I changed my tone for questions and slowed down when telling stories. This added emphasis on the topics I was talking about and grabbed the audience's attention. I used the phrase 'um' occasionally, but it wasn't distracting to the audience. In addition, my body language during the presentation was one another strong point. While my colleagues were speaking, I nodded my head, kept a neutral happy face, and stood still with my arms open to the crowd. While I was speaking, I used hand gestures and moved around on the stage. I was rocking back in forth while presenting, but I was trying to move around and stay in the video frame at the same time. Lastly, my excitement and enthusiasm added to the presentation by bringing in the audience and maintaining a positive vibe. Even though my strong points are a good start to my presentation skills, room for improvement is always there.

Along with the positive qualities of my presentation, comes flaws. I need to work on and prepare for transitions, organization, and knowledge. During my review, I became aware that my group skipped slides without adding proper transitional phrases. For myself, I need to work on moving into the next topic by referencing what is to come before the slide is switched. In our presentation, each person only talked about their slides. This put off a view that we weren't knowledgeable in all aspects of One Click Deliveries. To combat this, it is key that more practice is instilled before presenting and that each team member is on the same page when speaking about sensitive information. Furthermore, our slideshow needed to be more beneficial to the presenters and more appealing to the audience. In our slides, the bullets and points seemed bland as well as the graphs and charts. When slides are incomplete or bland, the audience loses interest and the presenters lack information to talk about in their presentation, something I feel happened to our group. In the future, having a modern slide show with graphical points, better worded bullets, and more audience intervention will be beneficial. Overall, there are always points to improve on. I need to add to the confidence in my words to reduce excess pauses and thoughts. I can accomplish this through better preparation and more practice. This experience has shown me that practice is the most beneficial thing one can do to have a proper presentation. I believe that our presentation deserves a 75-80% grade as a result of the weaknesses that should have been addressed before presenting to the audience.