

Lab 1: Introductory writing assignment / Power Point presentation

Due date: Initial PPT slides and outline with the first draft are due on 04/03/13

Presentation in front of the class and the final draft are due on 04/10/13 (one week from today during lab: presentation at the beginning of the lab and the final draft at the end of the lab)

Introduction / Background

Employers prioritize the ability to present material in a clear manner, both in written and oral form. Although this is not a “technical” skill, it is extremely important since technical information can be very difficult to explain, especially to laymen or managers who may not have a technical background. Therefore, it is always important to understand who you are presenting your information to. It is assumed in this course that your peers have a certain technical background, certainly in math and science; however they may not understand specific information related to your discipline.

Objectives

- Assess your general communication abilities: both in written and oral form
- Assess your computer skills in using Microsoft Word and PPT
- Practice strategies to write a paper efficiently (structuring and planning a paper and writing a first draft)

Writing Assignment details

Write a 1-2 page paper describing one of the following. Note: this is not a technical writing assignment, but it must be written to “professional” standards – in other words, the spelling and grammar must be written at a college level. The following are some possible topics:

- *The story of my success in accomplishing SOMETHING:*
 - *what strategies helped me*
 - *people that contributed to my success*
 - *why this success was important to me*
 - *how I felt on succeeding*
- *A person whose life set an example for me:*
 - *what valuable personal attitude he/she has*
 - *his/her personal qualities that inspire me*
 - *what his/her personal success*
- *My best friends:*
 - *what valuable attitudes or personal traits they have*
 - *what kind of support they provide*
 - *what kind of support I provide for them*
 - *what goals they have*
- *My favorite professor:*
 - *what kind of attitude toward students he/she has*
 - *what special is about him/her*
 - *what strategies he or she uses to inspire me to do my best*
 - *what attitude he or she has toward his/her subject*

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- *My favorite hobby:*
 - *why it is important to me*
 - *what kind of skills or personal traits it helped to develop*
 - *what feelings it brings*
 - *what other values it brings to me*

Guidelines: You must include the following:

- A cover page; an example is posted on class website in *classroom support*
- 1-2 pages of written content
- Include concrete examples illustrating your points
- At least three heading levels (See the next page as an example)
- 1-2 graphics properly referenced

Format: 11-12 point font, correct margins, single space paragraphs, double space between paragraphs, no indentations

PowerPoint Assignment details

Create a short (5-7 slides) Power Point Presentation summarizing your topic. Include an introductory slide with your name, and at least one graphical element (may be web-referenced, or your own photo). The presentation should not be longer than 3-5 minutes. Time yourself to make sure you aren't short, or run over!

Lab Submission:

- Choose a topic (from the above or your own approved by the instructor)
- Make an outline of your paper
 - How many paragraphs it will have
 - The main point for each paragraph
 - Think of concrete examples that you will use with some main points and give short description
- Write down the first draft (do not worry about grammar, mistakes, the flow of the paper, or format; whether it sounds good or whether it is not good enough). Just do it. For each paragraph write down main point and then elaborate: provide a concrete example, give your own observations or analysis of a situation or a subject/object, show your own disposition, or provide additional details.
- Prepare PPT slides
- Show the instructor your PPT slides
- Put your outline and the first draft into a single Word document, name the document as lab1LastFirst.doc (where Last and First are your last and first name) and e-mail it to: eyharris@csupomona.edu by 5:50pm

My Hobby: Guitar *[first level heading-centered large bold font]*

Introduction *[second level heading, left justified, smaller font]*

I first started playing guitar when I was 16. Although I had listened to guitar players for several years it wasn't until I received a guitar as a birthday present that I really started playing...

Types of Guitars I own and play *[second level heading, left justified, smaller font]*

Acoustic Guitars *[third level heading, smaller font (not smaller than 11 pt.), underlined]*

Although I primarily play electric guitars at this point, my first guitar was a nylon string...

Electric Guitars *[third level heading, smaller font (not smaller than 11 pt.), underlined]*

I had always wanted to own a Les Paul since I saw my favorite guitarist playing one in...

My first band *[second level heading, left justified, smaller font]*

The first band I played in was called the Greasy Eels. This group was a combination of Reggae / Ska / Punk, influenced by Bob Marley, Blink 182, and The Police.

Conclusion *[second level heading, left justified, smaller font]*