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 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
• 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
  o How many paragraphs it will have
  o The main point for each paragraph
  o 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

Introduction

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

Acoustic Guitars

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

Electric Guitars

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

My first band

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