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This exercise augments classroom discussion and rehearsals of presentations.

- 1. List the members of your group below. Underline your name.
- 2. (a) Briefly note the potential causes of a presentation taking much less or, more seriously, more time than planned.
  - (b) List ways to avoid the above problems.
  - (c) List ways to recover from the problems, should they occur nevertheless.

- 3. For each presentation (identified by presenter and title), list:
  - (a) the three most important points conveyed,
  - (b) three strengths,
  - (c) three weaknesses, and
  - (d) three concrete suggestions for improvement.
  - (e) items used from those in Question 2.

[additional space for answering the earlier question]