

AE4580 Introduction to Avionics Integration
Spring 2006 Final Project Requirements
Due: Wednesday April 19, 2006 at 9:05pm (beginning of class) or before

The following apply to your final project report:

Written Report:

- (1) It must be typed, turn in hardcopy.
- (2) Your project proposal (or a photocopy of it) with my comments *must be included* attached to the back of the document.
- (3) The report must include:
 - A descriptive title, title page (date, author(s), course)
 - A 200-300 word abstract, summarizing the entire report
 - An introduction (including purpose of the work)
 - Main body, including elements specified in your proposal
 - A brief summary with any conclusions
 - Project proposal with my comments
- (4) References will be organized by the order they appear in the text. References to web pages should be avoided (however, it is recognized as an important source of current product information). References should be made to any private conversations or interviews.
- (5) There is no minimum or maximum length requirement, however it is expected to require 2000 to 3000 words plus illustrations to describe the design/analysis you have proposed (this amount per person when working in a small group). This is only a rough guideline.
- (6) Grading will be based on fulfilling objectives of proposed project, as well as technical writing (e.g., spelling, grammar, neatness, and organization).

Presentation:

- (1) It must be turned in *electronically* (PowerPoint is good), *due the same day/time* as report. E-mail them to me at: Eric.Johnson@ae.gatech.edu
- (2) Presentations will be given April 24, 26 (but be prepared to go on April 24). I will provide the computer/projector – with presentation you send me electronically.
- (3) Presentation should be about 5 minutes long. This is about 2-3 slides, depending on density.
- (4) Presentation grading will be based on clarity, accurate account of highlights of project report.
- (5) There will be at least one question on the final exam from someone's report presentation.
- (6) The next page has some helpful tips for giving presentations.

Guidelines for Technical Presentations

- How well you present will often determine the level of your success.
- Preparation is crucial.
- The more often you do it, the better you will be.
- Having more to present than the time allotted is like insurance, but: trying to present more than the time allotted allows is a recipe for disaster! (Make the hard choices, beforehand.)

Rules for effective presentations

Re: speaking

- Face your audience, never the screen.
- Make eye contact, one person at a time, all around the room.
- Raise your voice; conversational tones are for parlors, not presentations.
- Speaking slowly, pausing now and then, makes you sound confident; rushing makes you sound nervous. (Practice speaking slowly!)
- Stand still! (Rocking from one foot to the other is distracting.)
- Questions from up front should be repeated for those in the back. Answers are for everyone, not just the questioner.

Re: material and visual aids

- Every talk should begin with why it was worth preparing. (What's the importance of the subject?)
 - Tailor material for the audience. (Usually only a handful of close co-workers know what those equations mean, and if you define all symbols your time's up!)
 - Details without first giving them an understandable context are mostly a waste of time.
 - If you show a graph, first define the ordinate, abscissa, meaning of different symbols, etc.
 - Match visuals to the room. Do listeners in the back need binoculars? Place your charts on the floor and see if you can read them from a standing position. If you have trouble, then text is too small.
- Point to and talk about what's on a screen; otherwise the audience stops listening while they're reading.

(Provided by Robert Loewy)