

21W.011 Fall 2015

Oral Presentation: Advice about COLLABORATION

Collaboration has become a key practice at MIT and elsewhere, not least because solving complex problems requires using multiple perspectives. Working together can save time, achieve better results than solo efforts, and be fun. It also means that you plan AND present together. As you anticipate collaborating on your oral presentation, consider these points in planning with your partner:

***Communicate clearly.** Your expectations may differ, so be explicit. Ex.: “I want us to do the best job we can, so can we rehearse?” “I’ve spent an hour so far; have you?”

*Discuss your **respective experience** collaborating (“I haven’t had success collaborating because others didn’t do their part, so let’s make sure we have similar goals”),

*Work to make **equal commitments** to the presentation; you both should prepare in time to submit an outline **the week prior** to your presentation date. Ensure that your schedules allow time to plan *in person*, which is more effective than email, etc.

* Commit to **equal preparation** time, both together and separately. Review the assignment prompt carefully.

*Clearly allocate responsibilities. E.g., will one or both submit your outline? Who will monitor time to stay within the 15-minute limit?

***Divide** the presentation in a way that builds upon each of your strengths. (E.g., one introduces the topic, both provide examples of this particular writing issue, etc.)

*Work on giving and accepting **constructive criticism**; offer helpful feedback and use your partner’s comments to improve your presentation style.

If you plan to use the room’s audiovisual equipment, check it before you present. Those using a Mac MUST bring a special connector (“dongle”).

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