

RCC QEP Appropriate Formatting Communication Guidelines

The third QEP Student Learning Outcome states that students will select and use appropriate means and methods to communicate thoughts and ideas.

Oral Presentation: To what extent does the visual aid support the presenter's message?

- Introductory information with title and student's name
- Visual aid supports the introduction, body, and conclusion
- Professional design that is balanced without clutter and grammatically correct:
 - Font is large enough for audience to read and should contrast with background color so that it is legible for the audience
 - Key words, dates, points, or ideas are NOT an entire excerpt from the written paper
 - Graphics should contain appropriate heading, label, or caption
 - Avoid distracting animations
 - Any video should be relative to the topic, not random
 - Electronic visual aid (i.e., PowerPoint, Prezi, or original demonstration—no posters/handouts)
 - Holding a physical object or bringing up an isolated video that is not part of a larger, personally developed presentation is not sufficient.
 - Be sure the student presents the visual aid in slide show mode, not working/drafting mode
- Practice BEFORE the date of the presentation:
 - Be able to correctly pronounce ALL words correctly (i.e., names, titles, places, vocabulary, etc.)
- The presenter uses the visual to supplement the presentation and does not read directly from it
- The written paper does NOT qualify as a visual aid
- The presenter should use a voice that is projected clearly and heard by the audience:
 - Do not mumble
 - Do not turn back towards the audience for any reason
 - Use a lapel microphone
 - Enunciate all words and word endings clearly

Written Activity: To what extent does the written activity mirror a prescribed style and format?

- Cover page or header with name, instructor, course, and date
- Title is grammatically correct and centered
- Appropriate margins and font size
- Contains an appropriate introduction, body, and conclusion (separate paragraphs)
- Contains citations and reference page in the appropriate format (if applicable)
- Minimum of one typed page