This exercise augments classroom discussion and rehearsals of presentations.

1. List the members of your group below. Underline your name.

2. Indicate verbal or visual cues that a presenter may use to highlight each:
   (a) Identifying information.
   (b) Problem statement.
   (c) Material that is important for all to follow.
   (d) Material meant primarily for experts.
   (e) Important contributions of the work.
   (f) Take-home message.

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]