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]