

# Syllabus—Undergraduate Seminar

## LECTURE INFORMATION:

|                |                                                                                                                                                                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 上課時間/Time:     | Tuesday 13:20 – 15:10                                                                                                                                                                                                                                                                              |
| 教室/Venue:      | 工科舊館/ESS 302 [On-site]                                                                                                                                                                                                                                                                             |
| 授課老師/Lecturer: | Hsin-Yi Tiffany Chen 陳馨怡 Email: <a href="mailto:hsinyi.chen@mx.nthu.edu.tw">hsinyi.chen@mx.nthu.edu.tw</a> Office: R513                                                                                                                                                                            |
| 課程助教/TA:       | Tommy 周璟騰 Email: <a href="mailto:tommy891124@gapp.nthu.edu.tw">tommy891124@gapp.nthu.edu.tw</a><br>Nick 高苡豪 Email: <a href="mailto:ab39296044@gmail.com">ab39296044@gmail.com</a> (連絡 3 TA + 1 老師)<br>Matt 賴奕儒 Email: <a href="mailto:matt901216@gmail.com">matt901216@gmail.com</a> Office: R519W |

\*\*\*麻煩各位同學寄信給助教時同時寄給三位助教並且 CC 給老師!

**EXPECTATION:** Presentation/Expression Skills Training/Practice

## PRESENTATION TOPICS:

### I. Presentation skills enhancement

II-1. How to live a meaningful/non-regrettable college life? (回顧大學四年)

II-2. How to find a lab which suits you? (如何找到適合自己的研究室?)

II-3. How to plan your life now to achieve your ultimate and meaningful goal?

(若要達成自己生命中最重要及最有意義的目標或夢想，從現在起我會如何規劃人生?)

## SCHEDULE: (綠色底色標註表示需要到教室上課的週次)

| Week | Date  | Lectures                             | HWs                                                                                    | Deadlines                                |
|------|-------|--------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------|
| 1    | 9/3   | Orientation, Presentation structures |                                                                                        |                                          |
| 2    | 9/10  | TA Time                              |                                                                                        |                                          |
| 3    | 9/17  | Mid-Autumn Festival                  |                                                                                        |                                          |
| 4    | 9/24  | Detailed examples and guidance       | [1] <a href="#">S4E23 演講、提案、報告·你都該掌握的小技巧</a> (27:38)                                   | P1 topic submission: 9/29 (Sun.) 23:59   |
| 5    | 10/1  | Presentation I preparation           |                                                                                        |                                          |
| 6    | 10/8  | Mid-Term preparation                 |                                                                                        |                                          |
| 7    | 10/15 | No class                             |                                                                                        | P1 file submission: 10/20 (Sun.) 23:59   |
| 8    | 10/22 | Presentation I                       | [2] <a href="#">5 Business Presentation Design Lessons from Steve Jobs – YT</a> (7:32) |                                          |
| 9    | 10/29 | Presentation I                       |                                                                                        | P2 topic submission: 11/3 (Sun.) 23:59   |
| 10   | 11/5  | Presentation I                       |                                                                                        |                                          |
| 11   | 11/12 | Presentation I (backup)              |                                                                                        |                                          |
| 12   | 11/19 | No class                             | [3] <a href="#">How to make a great presentation   TED Talks</a> (18:00)               | P2 file submission: 11/24 (Sun.) 23:59   |
| 13   | 11/26 | Presentation II                      |                                                                                        |                                          |
| 14   | 12/3  | Presentation II                      |                                                                                        |                                          |
| 15   | 12/10 | Presentation II                      |                                                                                        |                                          |
| 16   | 12/17 | Presentation II (backup)             |                                                                                        | 3 HW file submission: 12/17 (Tue.) 15:10 |

## EVALUATION:

1. **Attendance:** 15% (arrive to classroom no later than **13:30** or before class dismissed)  
→  $15\% * (\text{classes participates}) / (\text{total classes})$
2. **Homework:** 15% (重點整理: 各佔 5%, At least 2 pages PPT slide, cover + contents)
3. **Presentation:** 30% + 30%
4. **Q&A:** 10% (Questions asked during two presentations, earned points depends on quality of questions)

### Demerits

- I. **Reduce 1 pt semester total score**(學期總分)
  - a. Late determination of Topics, Ref
  - b. File name incorrect
  - c. Change presentation file(no later than 10 min before presentation day)
- II. **Reduce 2 pts semester total score**(學期總分)
  - a. Late submission of presentation PPT + PDF (No later than 12:00 p.m. before class)
- III. **0 pt of that homework/presentation**
  - a. Late submission of 3 Homework files (PPT + PDF)
  - b. Presentation absence (If online presentation score reduce 5 pts semester score)

### Presentation evaluation

- I. Before presentation: PPT making (tips/explanation/page no.), Contents,
- II. During/After presentation: Expression, Body Language, Eye Contact, Fluency, Question Answering

## NOTE:

1. PPT and PDF files must upload eeclass HW section.
  2. Deadline for Presentation I Topic Determination: **9/29 (Sun.) 23:59**
  3. Deadline for Presentation II Topic Determination: **11/3 (Sun.) 23:59**
  4. Deadline submitting PPT and PDF: (According to eeclass)
    - i. **Presentation I: 10/20 (Sun.) 23:59**
    - ii. **Presentation II: 11/24 (Sun.) 23:59**
  5. Deadline for Homework 1~3: Last Class of semester(**12/10 or 12/17 15:10** if Presentation II backup)
- =====

## DETAILS:

### PRESENTATION I (報告內容中英文皆可，強烈建議練英文報告)

#### A. Content

選 1 個(以上)主題深入探討報告技巧

1. **[Importance of this skill]** The importance of enhance expression/presentation skills
2. **[Understandable/Touch]** The most important factors for giving a talk/presentation?
3. **[TITLE]** How to attract your audience by an appealing TITLE at the first glance? Good examples/contrast...
4. **[Content]** Delivering an effective presentation
5. **[PPT Making]** PPT layout/background/fig/comfortable/color/animation/link/font type/font size  
Visualizing stories, video/clip/animation and data presentation
6. **[Presentation Skills]** Body language and non-verbal communication  
Applying humor and speaking style  
Using storytelling in presentations  
Emotional connection and audience engagement
7. **[Q&A]** Handling Q&A sessions and unexpected situations
8. **[Mental]** Managing stress and stage anxiety
9. **[Dress code]** (Nancy Pelosi 美國前議長 裴洛希)
10. **[Color]** PPT slide color applying
11. Others...

## B. Structure Suggested

Slide page 1: Title + Self-Introduction

Slide page 2: Why do I pick up this title?

Slide page 3: Outline of your talk

Slide page 4+: Contents

**Slide page before last: Summary**

Slide page Last: References(, Acknowledgement)

## C. Duration & Others

**7~10 min per ppl** (6~8min Presentation + 1~2min Comments, Q&A)

File Name: X\_UnderSeminar\_P1\_ConciseTitle\_Name\_UploadDate (X= Presentation order)

**Ex: 00\_UnderSeminar\_P1\_How to make a good presentation\_周璟騰\_20241020**

Please check the interactive google sheets for your presentation order.

**[Presentation II]** (報告內容中英文皆可，強烈建議練英文報告)

### A-a. Contents/Outline Suggested:

1. What is your Future Plan/Dream ?
2. 回顧自身大學生活（修課、社團、打工、愛情等）
3. 對於自己大學四年是否滿意？
4. 如果可以重來，會如何規劃自己的(大學)生活？
5. 請用幾句話，以我的人生經驗來鼓勵學弟妹(Summary)
- 6. 請以 Presentation I 所學的技巧，分析自己的 Talk**
- 7. 自我評分**

### A-b. Contents/Outline Suggested:

1. What is your Future Plan/Dream ?
2. 回顧自身大學生活（修課、社團、打工、愛情等）
3. 想找哪種研究方向的研究室
4. 找研究室的考量點（非研究方向）
5. 其它（如何寫信給教授?/如何寫信申請參觀研究室?）
- 6. 請以 Presentation I 所學的技巧，分析自己的 Talk**
- 7. 自我評分**

### A-c.

## B. Structure Suggested

Slide1: Title + Self-Introduction

Slide2: Outline

Slide3+: Contents

Slide BeforeLast: Summary (Encouragement)

**Slide Last: Analyze your Talk from Presentation I**

## C. Duration & Others

**7~10 min per ppl** (6~8min Presentation + 1~2min Comments, Feedback & Discussion)

File Name: X\_UnderSeminar\_P2\_Topic\_Name\_UploadDate (X= Presentation order)

**Ex: 00\_UnderSeminar\_P2\_My College Life\_周璟騰\_20241124**

Please check the interactive google sheets for your presentation order.