

Wrapping up RREN 470: Tips for Report Writing and Presenting

Once you have completed your internship (or even before), begin writing your report and developing your presentation. Someone from the Department will be in touch with you about scheduling your presentation. Your report is due shortly after your presentation. Ideally, you can turn it in on the day of your presentation.

Tips for your Report Writing:

- Follow the outline provided in the most current RREN 470 manual
- Carefully consider your writing
- Proofread your report
- Double check your report with the most current RREN 470 scoring rubric (in the manual).
- Have someone else proofread your report; give them a copy of the scoring rubric
- Include extra materials (maps, photos, brochures, etc.) and make the completed package look nice

Tips for Presenting:

- Review briefly what the “company” does, but focus mainly on what you did to reach your goals and objectives
- Talk about “you”, not the company
- Integrate photos with your text, not on a separate slide. This will save slides and make your presentation more interesting
- Use a large font with good contrast. Remember, our projectors aren’t the best.
- Review the elements that should be included; found in the most recent copy of the RREN 470 Manual
- One slide per minute. (20 minute presentation)
 - Many people go over and have to be cut off.
- **Practice, practice, practice**