

REMINGTON ARMS COMPANY, INC.
Firearms Research Division

TO:

FROM:

RESEARCH TECHNICAL REVIEW

You are invited to participate in a Research Technical Review on _____, from _____ to _____ in
Day Date Time
the Research Conference Room. This review will give you an opportunity to describe your recent work to Research Management.

You should plan to be in the conference room early enough to have all visual aids set up and ready to begin on time. To keep us on schedule, plan your talk to last thirty minutes, which includes five to ten minutes for questions from the floor. The audience is interested in your objectives and economic importance to Remington Arms Company; however, talk primarily about your personal technical contributions. Thoughtful and thorough preparation is needed to give a good presentation. Use whatever visual aids are necessary to present your ideas to the group.

Following the presentations, you are invited to attend a luncheon with the Research Management and Staff.

Contact the writer if you have any questions.

CER:T
Attachments

TO: RESEARCH TECHNICAL REVIEW PARTICIPANTS

I. General Information

You will be speaking at a Technical Review in the near future. This program is for the mutual benefit of Research management, staff and engineers. It is an opportunity for you to describe your recent work to your Research management and other interested visitors while getting a valuable experience in organizing, preparing and presenting a technical talk.

The audience is interested in the status of the project or process you are working on but, for the most part, they want to hear of the role that you, as a member of Research, are playing in Company activities. In other words, what is your present job all about? What are your responsibilities? What have you accomplished and how? What are the results? And what happens next?

You will have thirty minutes. Prepare a 20-25 minute presentation. This will leave five to ten minutes at the end for questions from the audience. You are expected to stay within these limits so speakers at the end of the program will have the same opportunity as those who spoke earlier.

II. Content

The first, and sometimes the most difficult, part of preparing for a Technical Review is choosing the material to present. Even after you have settled on a title, it is necessary to sort out exactly what you want to present.

Your topic will be selected based on significance to Remington, technical merit, and extent of your contribution. The guidelines below may help you decide what aspect of your subject you will discuss or how you will present it. However, as a first step you should establish what your basic message will be. Your presentation should be organized to clearly articulate

that message. Anything which tends to compromise or confuse that message should be modified or omitted!

III. A. Breadth of the Subject:

It is practically impossible to describe a job assignment in twenty minutes. You will find it is usually more effective to tell a complete story about your most important or most interesting accomplishment rather than present a "laundry list" of all your activities. You can do this and still give the audience an appreciation for the scope of your assignment by briefly defining your overall responsibilities.

B. Background Information:

Even though you will be pressed for time, it is important to tell the audience where your programs fit into the organization or process to which you belong. Similarly, if the product you are working on is not well known, a few words of description will set the stage for your talk. You should tell the group only what you can assume they do not know and what you feel they should know to understand where you are and what you are working on.

C. Technical Content:

Many speakers assume that the technical aspects of their work are of little interest to Management or, perhaps, that they will make the subject more difficult to understand. Actually, most of those who will be attending are experienced engineers and you should use whatever depth of technical detail is necessary to describe your contributions. But be careful to avoid using "slang" terminology and extraneous information.

D. Economic Significance:

If possible, you should be prepared to discuss the economic significance of your work. Even if the economics are not a necessary part of your presentation, the subject is frequently brought up in the question and answer period.

In general, your audience will want answers to the following questions:

- What are you proposing?
- What is the significance to Remington?
- What will it cost?
- When will it be completed?

E. Tone:

Your presentation should describe your work. Or, in the case in which the results were produced by more than one person, they can be presented as such, provided you clarify your contributions in relation to others.

IV. Preparation:

A. Organizing your Talk:

There are several different ways of organizing a talk and they all start with one very important item; an outline! It need not be formal or detailed. Items can be added, deleted and changed at will. An outline is the surest way to prepare a well-organized talk and both you and your audience will benefit from it.

In general, an outline should include the following main sections:

- Title - Title, Speaker, Objective (Mission)
- Outline - Indicate how presentation is organized (i.e., in what order you plan to cover significant items)
- Summary - Clearly state primary message
- Background - Only pertinent details
- Body - Describe your contribution in a way that emphasizes basic message
- Future Program - Remaining work to be accomplished and when scheduled for completion
- Summary - Restate basic message

One way of organizing your talk is to tell the story chronologically. Another is to tell it by a line of logical reasoning. Yet another is to use the format from Du Pont's Effective Communications Course. Briefly, the five steps in this approach are:

1. "Establish a Need" - What was the problem. What was the incentive or justification for the work?
2. "Give a Plan" - What did you propose to do to satisfy the need or to realize the potential savings or benefits?
3. "Describe How it Works" - How does the plan work; what exactly did you do?
4. "Describe the Results" - What were the results of the work? Were there any benefits you hadn't expected?
5. "Give the Next Step" - What follows? Have your results been adopted, rejected?

Obviously these five steps are not a strict guide but remember always to:

- Tell them what you're going to tell them
- Tell them
- Tell them what you told them

In your story, certain elements may deserve more emphasis than others, but you will usually find it an effective way to tell about your work.

B. Notes:

Unless you are one of those rare people who can memorize a talk and yet have it sound natural and spontaneous, you will need to consider what kind of notes you will use. Most speakers agree that notes on 3x5 cards are preferable to those on paper. They are less obvious and quieter as you use them. Some speakers can speak effectively from their visual aids, but there are at least two hazards to this approach. First, if your "notes" are in much detail, the

audience will read your talk rather than listen to you. Second, if you refer to your charts too often, your eye contact with the audience will suffer.

If you decide on the more conventional manner of using 3x5 cards, all you will probably need is an expanded outline with one or two key words under each heading. If one part of your talk is giving you trouble, you can include more detail on that section in your notes.

B. Visual Aids:

Usually visual aids will add to your talk if they are clear, interesting, and easy to handle. Color can add emphasis if properly used. Some additional things about visual aids you might keep in mind are:

- Use the minimum number of slides/charts as necessary. Don't overwhelm the audience with page after page of information.
- Minimize the amount of words and information contained in any single slide/chart.
- Use appropriate titles. Audiences are inherently lazy. For example, a chart entitled "Summary" helps them to focus on your words summarizing what you've said.

V. Delivery

A. Practice:

Assuming thorough preparation of your talk, the most important factor contributing to success is practice. Practice your talk until it feels natural. A few scheduled dry runs will be held with Research staff before the final Technical Review date. Have them ask any questions which they think are logical. This is good practice for the question and answer session which will follow your talk in the Review. Questions may also point out something which should be included in your talk.

B. Technique:

The Review is held in the Research Conference Room, which holds approximately 20 people. Your audience will include Research Management, Staff and invited guests.

Probably the most important aspect of your style is to be yourself, to speak and act naturally. In addition, you should try to vary your expression. Avoid the tendency to speak too quickly or to lose volume at the end of each sentence.

Be enthusiastic! This will help the audience sense your interest and involvement in what you're talking about.

C. Nervousness:

Expect to be nervous, and don't try not to be; just try to control it. If you properly prepare your talk, any nervousness you have will not interfere.

D. Eye Contact:

Do not direct your talk to your visual aids - neither should you talk to your notes. Look at the audience. They should feel as though you are talking to them.

E. The Pointer:

Like your visual aids, the pointer is there to help you, but if it is distracting, you're sometimes better off without it. Don't wave it around or tap the floor, chart pad, or screen. When you're not using it, put it down on the chart easel or lectern or hold it out of sight.