Preparing Oral Presentation Assignments

Three Exercises for Oral Presentations

<table>
<thead>
<tr>
<th>Exercise one. TRY THIS (Walking).</th>
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<tbody>
<tr>
<td>BREATHE. RISE.</td>
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<tr>
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<tr>
<td>BREATHE. PAUSE.</td>
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<tr>
<td>LOOK. SMILE. PAUSE.</td>
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<tr>
<td>WALK. SIT.</td>
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<tr>
<th>Exercise Two. TRY THIS (Introduction.)</th>
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</tr>
<tr>
<td>I'M (NAME), a (YEAR) (your major) MAJOR at Middlebury College.</td>
</tr>
<tr>
<td>[Pause.] THANK YOU. [Smile.]</td>
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<tr>
<td>WALK. SIT.</td>
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<tr>
<th>Exercise Three. TRY THIS (See. Stop. Say. Famous Speech—one sentence).</th>
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<tbody>
<tr>
<td>Choose one sentence of a famous speech. Practice saying that out loud.</td>
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<tr>
<td>BREATHE. PAUSE.</td>
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<tr>
<td>LOOK. SMILE. PAUSE.</td>
</tr>
<tr>
<td>Add your introduction at the beginning or the end:</td>
</tr>
<tr>
<td>I'M (NAME), a (YEAR) (your major) MAJOR at Middlebury College.</td>
</tr>
<tr>
<td>[Pause.] THANK YOU. [Smile.]</td>
</tr>
<tr>
<td>WALK. SIT.</td>
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Tips for Talks

- Speak clearly.

- Speak loudly enough to be heard everywhere in the room.

- Rehearse your talk (and time yourself).

- Keep within your time limit.

- Make eye contact whenever possible.

- Begin and end decisively.

- Move decisively or not at all. Maintain good posture.

- Take a slow deep breath or two before speaking.

- Organize your talk well, but don't be afraid to speak spontaneously if you become inspired.

- Dress comfortably and neatly, without distractions, and appropriate to your audience.

- Avoid ummms and ahhhhhs. They distract your listeners. Pauses are better and give your audience time to think.

- Tell them. Tell them. Tell them.

- Relax!
Preparing Oral Presentation Assignments

FYSE 1144 Jane Austen & Film Fall 2011
Oral Presentation
Due Monday, December 2—Friday, December 9

Prepare a five to seven minute oral presentation. * In this presentation, focus on an aspect of Jane Austen’s novels and their film and video adaptations you find particularly successful or intriguing. Past presentations have covered everything from courtship to card games to carriages. This presentation gives you the opportunity to pursue an interest you have acquired, or sum up observations you have made, or reveal conclusions you have reached about Jane Austen’s novels and their film and video adaptations.

Each presentation must include (at least):

- Two Jane Austen novels studied this term
- Two film or video adaptations viewed this term
- Two terms from film glossary
- Two research references: One of these may be from the web, but at least one should come from a print source (besides the Norton Critical Editions of Persuasion, Northanger Abbey and Emma, you may use one article from these Norton Editions if you use another print source, too). References may include scholarly articles about one of the novels you will discuss, reviews of the films or videos you will discuss, interviews with cast or crew of any of the films or videos you will discuss, information about the social, political, or cultural issues of Regency England.
- Works Cited list: Correctly list and cite references; list will contain at least six items. Read Troyka for details. Upload Works Cited to Moodle by midnight before your presentation. Hand in a hard copy of your Works Cited list the day you present.

Your Oral Presentation should NOT exceed seven minutes.

Assignment Timeline

- E-mail preliminary research topic (mbertoli@middlebury.edu) by noon Th 11/17.
- Research workshop: F 11/18 with Brenda Ellis, Reference & Instruction Librarian.
- Preview workshop: W 11/30 one-minute preview presentations with Brenda Ellis.
- Upload Works Cited to Moodle by midnight before your presentation.
- Hand in a hard copy of your Works Cited when you present.

Have fun with this assignment!

*Do not exceed your time!

Mary Ellen Bertolini mbertoli@middlebury.edu Middlebury College
**Preparing Oral Presentation Assignments**

Rate talk on a scale of 1-5: 1 PROBLEMS 2 OK 3 GOOD 4 VERY GOOD 5 EXCELLENT

<table>
<thead>
<tr>
<th>Presenter:</th>
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**THE TALK:** presentation

<table>
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<tr>
<th>CLARITY</th>
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<tbody>
<tr>
<td>VOLUME</td>
</tr>
<tr>
<td>TIME LIMIT</td>
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<td>EYE CONTACT</td>
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<td>POISE &amp; APPEARANCE</td>
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<tr>
<td>ORGANIZATION</td>
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<tr>
<td>ENDS WELL</td>
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Other comments:

<table>
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Each presentation must include (at least): Two Jane Austen novels studied this term, two film or video adaptations viewed this term, two terms from film glossary. Two research references.

- Novels—which?
- Movies—which?
- Film Terms—which?
- Sources—which?
- What is the Topic or Theme?
- CREATIVITY or WOW?
- Most interesting thing I learned:

Other comments:
Oral Presentation Rubric

For TEACHING AND ASSESSMENT (McShane 2009)

Presenter:

Date:

Title of Presentation:

The following are all important aspects of an excellent presentation. The speaking skills of the presenter (delivery), as well as the structure and content of the presentation should all be considered in the overall assessment of the quality of the oral presentation.

Rating Scale: (1) PROBLEMS (2) GOOD (3) VERY GOOD (4) EXCELLENT

**DELIVERY**

_____ Speaker approaches the podium with an air of confidence, sets position, makes eye contact with audience, and pauses appropriately before beginning to speak.

*This includes the speaker approaching the podium with good posture and traveling the distance to the podium at a brisk but controlled speed. The speaker settles in and gives the audience time to settle down and focus their attention. The speaker greets the audience with his/her eyes, generally looking at three different fixed points in the audience before beginning to speak. The speaker does this in a relaxed fashion without rushing.*

_____ Speaker's posture is both professional and relaxed.

*If speaking from a podium, the speaker's body position is professional, steady poised, but relaxed. The position is deliberate. If the speaker is not using a podium and is moving on stage or in the front of the room, the speaker should stop and set his/her position when making a specific point during the presentation. Movement should not be random.*

_____ Speaker makes good eye contact with audience during the presentation.

*A speaker should make as much natural eye contact with the audience as he/she can. For some speakers this will mean almost continuous eye contact and for some it will mean looking up frequently enough to stay in contact with the audience. As a general rule, periods of eye contact should last for at least two to three seconds.*

_____ Speaker uses clear and appropriate language.

Copywrite McShane 2009
The speaker must keep in mind that with an oral presentation the listener has no text to refer back to for clarification of points. Use of simple and clear language is always preferable in an oral presentation. If the speaker uses "lofty" words and "talks over their audience's head" the speaker will have failed in his/her effort.

Speaker uses appropriate rate of speech and volume.

A speaker's rate of speech should be at a speed and volume that is comfortable for the audience to listen to. Speaking at a rate that is a bit slower than that of a normal conversational rate is a good general rule. Also, the volume must be loud enough for the audience to easily hear, but not so loud that the audience experiences the speaker as shouting. One of the most common mistakes in oral presentations is for the speaker's rate of speech to be too rapid.

Speaker words flow with few verbal distractions.

This includes a presentation with few "ahs" and "ums" and little or no jargon. In addition, clear annunciation and correct word pronunciation are fundamental.

Speaker uses gestures and non-verbal behavior appropriate for the presentation.

Speaker conveys enthusiasm, uses body language that supports the content of the presentation, and gestures that emphasize main points. The body language is congruent with what is being said. In addition, the presentation is absent of unconscious movements including touching one's face, scratching one's head, leaning on the podium, swaying, bouncing or standing on one leg.

Speaker respects the time allotted for the presentation and manages the time well.

Speaker does not run too long or too short with the presentation given the assignment and allotted time. The speaker devotes enough time to each key point and section throughout the entire presentation. The end of the presentation is not rushed due to poor time management.

STRUCTURE AND CONTENT

INTRODUCTION

The beginning of the presentation is engaging and clearly signals the start of the presentation.

The opening should capture the audience's interest and clearly convey the topic or subject of the presentation.

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The theme, thesis, purpose or central question of the talk is clearly stated.

The audience must clearly understand the subject and purpose of the talk before the end of the introduction.

Necessary background or other information is given to the audience during the introduction to assist the audience with clarity.

Special terms or vocabulary specific to the subject matter and necessary to understand the topic area must be clarified during the introduction.

A clear preview of the presentations' structure and content is incorporated into the introduction.

The introduction gives the audience an adequate sense of what to expect and where the presentation is going.

BODY OF THE PRESENTATION

The two most important aspects of the body of a presentation are the content, and the organization of that content.

The content material is relevant, clear, up-to-date, varied and sufficient to support the thesis.

The content must support the speaker's thesis. The speaker's choice of supporting material should be adequate in quantity and of good quality. The sources cited are correctly cited. The resource materials used are credible, current, and sufficient in number for the scope of the presentation.

The resource materials are incorporated into the content of the presentation in a creative and logical way in order to make the material that supports the thesis clear and accessible to the audience.

Specific examples are used to clarify points and to support the thesis. The key points are well supported by the resources used and there is a logical progression in the building of the argument.

Copywrite McShane 2009
The content of the presentation reflects the speaker's high level of knowledge of the subject area.

Command of the subject area is reflected throughout the presentation.

The organization of the presentation is clear and points are presented in a logical order. The organization of the presentation signals clear and smooth transitions between key points.

The audience must be able to easily follow the presentation. The audience for an oral presentation does not have the advantage of a person reading a paper with a thesis and argument. The speaker must keep in mind that with an oral presentation the listener has no text to refer back to for clarification of points. The listener at an oral presentation must be able to follow the logic and the points easily as the presentation progresses. If the audience cannot follow, the presenter will lose the audience and fail at the presentation.

CONCLUSION

The conclusion provides a clear summary of the key content points and reinforces the thesis or main purpose of the presentation.

The audience is refocused on the key points, thesis and purpose of the presentation. The audience's attention is galvanized on the main points and purpose of the presentation.

The conclusion is engaging and clearly signals the end of the presentation.

The speaker restates and reinforces the position he/she has taken. The audience experiences a sense of closure and (if appropriate) a call to action.

QUESTIONS

Questions are clearly and correctly answered by the speaker.

Speaker demonstrates sufficient knowledge of the material and answers the audience's questions directly.