

# 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 ahhhhs. They distract your listeners.  
Pauses are better and give your audience time to think.
- Tell them. Tell them. Tell them.
- Relax!

**Three Exercises for Oral Presentations**  
**Center for Teaching, Learning, and Research**

**Exercise one. TRY THIS (SILENTLY).**

BREATHE. RISE.  
BREATHE. WALK.  
BREATHE. PAUSE.  
LOOK. SMILE. PAUSE.  
WALK. SIT.

**Exercise Two. TRY THIS (Introduction.)**

BREATHE. RISE.  
BREATHE. WALK.  
BREATHE. PAUSE.  
LOOK. SMILE. PAUSE.  
**I'M (NAME), a (YEAR) (your major) MAJOR at Middlebury College.**  
**[Pause.] THANK YOU. [Smile.]**  
WALK. SIT.

**Exercise Three. TRY THIS (Famous Speech—one sentence or paragraph).**

**Choose one sentence or paragraph of a famous speech. Practice saying that out loud.**

BREATHE. RISE.  
BREATHE. WALK.  
BREATHE. PAUSE.  
LOOK. SMILE. PAUSE.  
**Try See. Stop. Say. Give us your paragraph or sentence.**  
**Add your introduction at the beginning or the end.**  
**[Pause.] THANK YOU. [Smile.]**  
WALK. SIT.

# 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](mailto: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.
- ORAL PRESENTATIONS: F12/2, M 12/5 & W 12/7 & F 12/9.

**Have fun with this assignment!**

\*Do not exceed your time!

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

**Presenter:**

**THE TALK:** presentation

CLARITY

VOLUME

TIME LIMIT

EYE CONTACT

POISE & APPEARANCE

ORGANIZATION

ENDS WELL

Other comments:

**THE TALK:** substance

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: