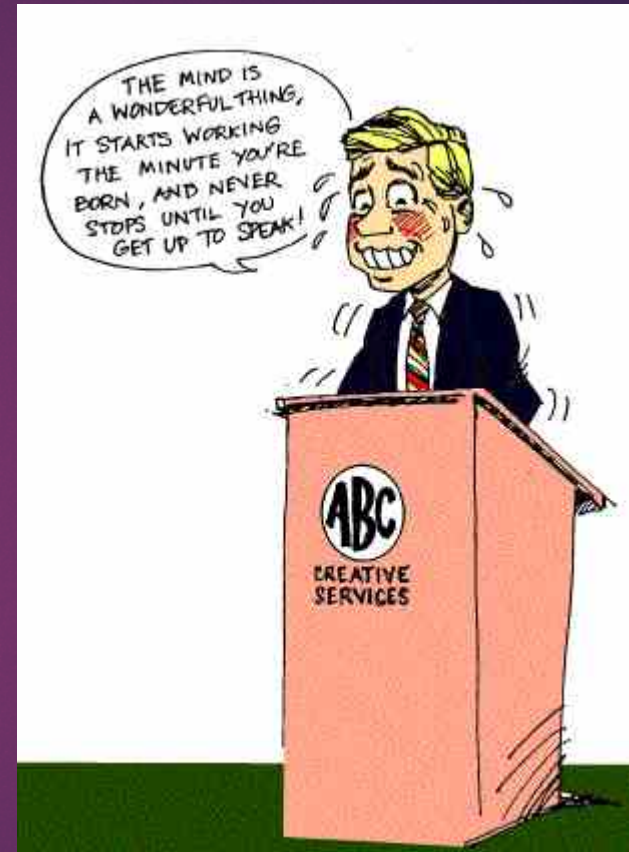


Your oral presentation



Part I

- ▶ You will prepare a **PowerPoint or comparable presentation**. In this presentation, you must include the following elements:
- ▶ Some form of graphical element.
- ▶ The format of the slides is up to you, but should indicate to your audience the structure of your presentation. You may add transitions and other effects to your slides, but too many bells and whistles can be distracting.
- ▶ A total of **4 - 6 slides** is a reasonable number of slides for a brief presentation.

Part II

Speaking Outline

- ▶ This is an **outline** of the presentation, including the introduction, body, and conclusion. **Attach a brief audience analysis** to the beginning of the outline that includes the education, interests, and relevant information about your lay audience. The **speaking outline** should be written in an **outline format**, and should be **2 pages** long.

Part III: Presentation

- ▶ You will videotape yourself giving your presentation and post it to [youtube.com](https://www.youtube.com). You will submit the link along with your powerpoint and outline.

Introduction

- ▶ You must capture the attention of your audience in the introduction. Be sure to find a way to relate the topic to your audience.
- ▶ You must introduce your topic in the introduction. Be sure that the audience knows exactly what you will be talking about.
- ▶ You should preview your main points in the introduction. This helps the audience follow your presentation.

Body

- ▶ You must use a clear organization in the body of the presentation.
- ▶ You must use good transitions.
- ▶ You must adapt the information to the level of your anticipated audience.
- ▶ Avoid having too many, or too few, main points. Generally, **three main points** is about right.

Conclusion

- ▶ Provide some sort of transition to the conclusion: Let your audience know that you're done presenting the bulk of the information and that the presentation is coming to an end.
- ▶ Provide some sense of completion: Summarize your main points, refer back to your introduction, or suggest something new for the audience to think about. Think in terms of having your audience think about and remember your main issues.
- ▶ You must end the presentation clearly: Find some way to tell your audience that the body is concluded.

Helpful tips

- ▶ Speak clearly and evenly, but not in monotone
- ▶ Make eye contact with audience or camera
- ▶ Always have a backup plan – technology can malfunction
- ▶ Know the area/room you will be in