**Lesson 5 & 6: Individual presentation reflection and Final Oral Presentation (FOP) preparation**

On successful completion of this lesson, you would have:

* Identified and analysed ineffective elements of your individual presentation (lesson 4) and strategies to mitigate them.
* Begun your FOP preparations.

**1.Individual presentation reflection**

In your project teams, share your personal reflection and peer review feedback for your individual presentation. Use the components in Table 1 which are drawn from your individual presentation rubrics to help you identify aspects that could have been better and plan your strategies to improve.

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| **Components** | **Aspects that could have been better** | **Strategies to improve** |
| **Content and organization**   1. Relevant information 2. Organization 3. Stories/analogies 4. Elements from Rock’s/Hero’s model 5. Audience needs and concerns |  |  |
| **Verbal language**   1. Fluency 2. Pronunciation 3. Voice 4. Pathos |  |  |
| **Non-verbal language**   1. Eye contact 2. Appropriate and natural gestures 3. Confidence and composure 4. Apt emotions 5. Image |  |  |

Table 1. Oral presentation components

**2.FOP preparation plans**

Go through your Case Project scenario and use the following preliminary questions to formulate your presentation plans. Are there other areas that need to be addressed?

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| --- | --- |
| **FOP preparation components** | **Questions to guide you** |
| Team | How do you plan to divide your project proposal ideas among your team members? The 1st speaker provides an overview of this and ‘roles’ below. |
| Role | Which mid-level insider roles are each of assuming? |
| Context | What is the context? |
| Purpose | What is your purpose of your presentation? |
| Audience | Who are they? What do they know/don’t know/ought to know? What are their characteristics? Size? Concerns? Beliefs? Expectations etc? |
| Timeline | Where in the communication line is your audience situated?  How do you plan to make connections to various communication lines/mediums? |
| Overall structure | What is your content structure/framework going to look like?  What are your key points for a three-minute presentation? What are your sub-points?  What assumptions are you making? |
| Influential communication | What types of stories/examples/analogies/illustrations are you planning to use? |
| Strategic communication | How do you plan to demonstrate strategic communication in your presentation? |
| Change communication | Which framework are you using? Hero’s journey/SCARF or Rock’s model/ Others? |
| Visuals | What types of visuals are appropriate for your role, your audience and context? Do you need props? |
| Attire/Image | What is a suitable image for your presentation? |
| Foreseeable questions | What types of questions are you likely to receive from your audience? Do you have the answers? How can you demonstrate that you are prepared in this segment? |
| Practice | How do you plan to practice for this presentation? |

Table 2. FOP preparation plans

**Post-class engagement and preparations for lesson 6**

Lesson 6 (week of October 17, 2022) is an important lesson prior to your FOP where both presenting and non-presenting team members play important roles. Each project team will be given **30 minutes** to present **with** visuals. Each presenter must solicit feedback from the audience (what worked, what didn’t, areas to improve etc). **Each presenter** must use Table 2 to share his/her presentation plans **only**. Please note that this is **NOT** a mock presentation.