

## Oral Assessment: Academic Presentation (35 points)

**Assignment brief /** For this task:

You will prepare and deliver a **7 - 8 minutes oral presentation** suitable for a non-specialised academic audience on the same as topic your written assignment and you will lead a **15 minutes Q & A session** (per presentation). Your presentation will focus on the main arguments you have discussed in your written argumentative essay but you can also introduce new arguments, ideas or questions that are related to your choice of topic. You will be expected to **justify and evaluate** your arguments.

Your presentation will include a visual aid (e.g. Power Point, Prezi etc.) and your visual aid should include a reference list (Harvard). Provide sources (Harvard) for all graphics and ideas you use and these should be shown on the slides as well as in a reference list.

The presentations will take place in the last 3-4 weeks of the course (Weeks 11-14) and will be delivered asynchronously, followed by a synchronous Q&A (~15 min per presentation) during the synchronous Zoom meeting.

## Working on this assignment, you will learn to:

- Read widely around your chosen topic (in English) & be able to present evidence based information
- Focus on detailed, accurate and relevant information
- Demonstrate independent thought and critical analysis of ideas
- Structure the content of your presentation logically with clear sections and subsections
- Use audio-visual materials properly
- Use language (Grammar and Vocabulary) appropriate to your level and chosen subject area & topic
- Use an appropriate level of formality for academic purposes
- Speak at appropriate volume, speed and fluently
- Keep a good pace and volume without reading from notes
- Deliver a well-timed presentation

## Presentation Grading Rubric

<b>1. Task Fulfilment</b> (7 points maximum)
Relevance, focus on question, analysis and interpretation, timing, knowledgeable response to questions.
<b>2. Language</b> (7 points maximum)
Sentence structure, grammar, range of vocabulary and variety expression, use of signposting, formality, fluency.
<b>3. Structure</b> (7 points maximum)
Overall structure, overview, introduction /conclusion, references
<b>4. Visual Aids</b> (7 maximum points)
Clear and engaging, amount of text, bullet pointing, spelling and punctuation
<b>5. Delivery</b> (7 maximum points) Preparedness, pace, volume, interaction with audience.

**Maximum number of points: 35**

The following are some tips for putting together an effective academic presentation.

### Audience profile

Take a few minutes to think about your audience. Who is your audience? Is everyone in the audience as familiar with your topic as you are? How can you make your topic interesting to everyone?

### Structure

A presentation consists of three parts: an introduction, a body, and a conclusion. Plan what you are going to cover in each section of your presentation.

Introduction. Plan to introduce your presentation with an attention-grabber, like a question, an anecdote or some interesting facts about your topic. Telling it will help you relax and warm your audience to the presentation. Also in the introduction, tell the audience what they are about to hear by outlining the most important parts of your presentation.

Body Use the body of your presentation to make your main points. In your outline, list each main point and two or three supporting facts. When you are finished, take a minute to consider the flow; Are your main points presented in a logical sequence?

Conclusion Use your conclusion to remind the audience what they have heard. Restate your most important conclusions and reiterate your most convincing evidence. Give the audience a sense of closure by wrapping up your presentation.

### Visual Aids

Keep visual aids clear, simple and uncluttered. When preparing PowerPoint slides, avoid using too many words or full sentences. Reduce the text to key words. Break statistics down into easily readable pie charts or graphs. Go over your outline looking for opportunities to illustrate your presentation visually. Collect pictures, maps and other visual aids to reinforce your main points

### Delivery

Do not “read” your talk, either from written notes or from your memory. Cue your talk with your visual aids and have brief back-up notes on cards. Use appropriate language- but remember spoken language is less formal than written language. Keep your tone conversational. Finally, sound and look enthusiastic about your topic. If you want your audience to be interested, then you must show interest and enthusiasm yourself.

### Practice your presentation

Being prepared means rehearsing your talk as many times as it takes to get it right. Even experienced presenters advocate plenty of run-throughs. This will increase your confidence and allow you to feel more relaxed and sure that everything will work on the day. You will know that you will not be shuffling around in a heap of notes, that your visual aids will fit in with your text, and most important, that you’ll get the timing right.