

Curriculum Materials

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Oral Reports & Presentations

Objectives: The primary objective of the oral report and presentation is to test your skills at presenting those ideas that you have explored by way of your semester project, term paper, or field study. Oral reports may be conducted in conjunction with a group, or individually. In any event, your specific presentation should be no less than five minutes, and no more than ten minutes in length. Presentations failing to meet the minimum time or content requirements will be deemed incomplete.

Format Note: All presentations should begin with a brief introduction that includes: the presenter's name, topic or title of presentation, and a brief introductory statement that identifies the primary theme or topic explored by way of the research, lab project, or field study being reported. All presentations should conclude with a brief closing statement that serves to explicitly re-state the significance of the study that you chose to undertake, a brief summary of any findings or observations significant enough to re-cap, and a brief closing comment to end your presentation. Upon completing your presentation you are to ask for questions from your audience and are allowed no more than approximately two to four minutes for questions and answers.

Oral Report Evaluation: Oral reports will be evaluated on the basis of their professionalism and their adherence to basic guidelines and protocols. These include the following:

- An introduction in which the presenter clearly identifies themselves for the audience.
- An effective introductory statement that identifies the primary theme or topic to be presented.
- Appropriate voice level, dress, clarity of speech, posture, eye contact, and demeanor.
- Effective and appropriate use of time allotted for presentation.
- Clear and effective review of the topic, identification of key concepts, and identification of key terms and perspectives where appropriate.
- Evidence of scholarly efforts or research that underlies the preparation for the presentation (e.g. bibliography and references to authorities in the field).
- An effective closing statement that re-states the significance of the study, provides a brief summary of findings or observations, and connects the study to the overall aims of archaeology and or ethnohistory.
- Ability to solicit and manage questions and answers from the audience.
- Effective and appropriate use of class handouts, visuals, web sites, multimedia, overhead transparencies, online slide shows, Powerpoint presentations, etc.