WR 321

Oral Presentation 10%

DUE: Weeks 9 and 10

Oral Presentation of Formal Report

For this assignment, you will deliver a **5-7 minute oral presentation based on your formal report**. For this presentation, **you will need to use Powerpoint** (or Keynote, or Prezi, or any other presentation media you like [it could be a series of images]) to provide visuals. Remember some key principles:

* These tools are to assist your presentation; they should not *be* your presentation.
* First, construct the outline/text of your presentation, then create your slides.
* Makes sure that your images are relevant and that your text is readable (think about size, contrast, phrasing).
* Proofread and practice your presentation!

Your presentation must be well rehearsed and structured with an introduction, body, and close (see pages 326-28). When deciding on the content of your presentation, keep in mind the expectations and expertise of your audience. Your peers will be filling out presentation evaluation forms geared towards providing you constructive feedback.

|  |  |  |
| --- | --- | --- |
| CRITERIA | EXEMPLARY | SCORE |
| EVIDENCE OF PREPARATION | Student comes completely prepared and has obviously rehearsed. Seems to comprehend general outline of presentation. Has materials and notes ready when necessary | /15 |
| EVIDENCE OF COMPREHSION OF TOPIC/CONTENT | Student demonstrates clear understanding of topic and important points are clearly explained. Articulates driving question and general findings succinctly and to the point where listening peers can comprehend. Can clarify confusions in response to questions. | /15 |
| ORAL PRESENATION SKILLS | Student speaks clearly and demonstrates command of audience. Student shows extreme professionalism. Presentation is engaging and not disruptive of content. | /5 |
| VISUAL AID | Visual presentation is clear, concise, and interesting. Images are relevant to the communication challenge and examples are to the point. | /15 |