Context:

The final assignment of the semester is a research paper on a topic of the students' choice. Along with the written essay, students do an oral presentation that includes information about topic selection, the research process itself, the paper's subject matter, and any other pertinent information.

I provide students with the oral presentation guidelines handout, which we go over in class. The content of the presentation is discussed in the first half of the handout. Delivery is covered in the second half of the handout. We go over such issues as eye contact, preparedness, and visual aid use (which is optional).

The presentation is followed by a question and answer session. I have found that the students enjoy having the chance to be “authorities” on their subjects, and I got lots of positive feedback. Also, sharing details about their research benefits everyone for future papers.

### ORAL PRESENTATION

#### CONTENT

**SUBJECT**

- Why did you choose it? Why controversial? What are the two sides?

**RESEARCH**

- Process
- Ease/difficulty: Too much info./too little
- Library/computer
- Change of focus?

**BACKGROUND**

- Describe issue
- Consider audience’s knowledge

**THESIS AND SUPPORT**

**COUNTERARGUMENT**

**THINGS TO CONSIDER**

**INTRODUCTION**

- Opening to get audience’s attention, establish rapport, introduce topic
BODY
  Clear organization of ideas, adequate development

CONCLUSION
  Reiteration/summary of main points, closing comments, suitable ending

DELIBERIY

VOCAL CONTROL
  Volume    Rate     Quality

EYE CONTACT
  Capture and maintain audience attention
  Directed to entire audience
  Amount of reliance on notes/reading
    Note cards, sheets of paper, outline, memory

PREPAREDNESS/AUTHORITY
  Audience attitude – friendly, hostile, neutral
  Familiarity with subject
  Reliance on notes
  Ability to respond to questions

LENGTH
  10 minutes including question/answer session  Too short/too long

POISE / GESTURES / EXPRESSIONS / POSTURE
  Your attitude and demeanor  Sit/stand

VISUAL AIDS
  Effectiveness    Quality    Helpful/distracting