

ORAL PRESENTATIONS: (REVISED 3/3)

This assignment accounts for 15% of the total class grade

Objective: This assignment allows students to present their individual research results to the entire class.

Theme: The same topic as each student's term paper.

Dates: There will be no make up dates. **EVERYONE IS REQUIRED TO ATTEND.** If you are absent on a presentation day, you will forfeit 25% of your presentation grade.

Presentation's schedule:

	Thursday, April 8	Tuesday, April 13
2:30 p.m.	Presentation 1	Presentation 5
2:50 p.m.	Presentation 2	Presentation 6
3:10 p.m.	Presentation 3	Presentation 7
3:30 p.m.	Presentation 4	Presentation 8

Procedures:

1. Talks will be allotted **15** minutes total. You should speak for approximately **8-10** minutes, and allow **5** minutes for questions.
Each presenter will be evaluated on the following: (See rubric for details)
 - I. Handout
 - A. information needed to become acquainted with the topic.
 - B. Include a list of bibliographical sources in MLA Style.
 - II. Quality of the content
 - III. How effective the student delivers the presentation.
 - IV. Visual Aids. Prepare visual aids to accompany your talk. (If you use slides, limit text to no more than 6-8 lines per slide, no more than 30 words per slide)

You must submit a digital copy of the handout and presentation to Dr. Medina 24 hours before the presentation. Dr Medina must approve your work.

RUBRIC: ORAL PRESENTATION EVALUATION

Content:	Exemplary (90%-100%)	Proficient (80%-89%)	Developing (70%-79%)
The presenter gave proper background information			
The presenter delivered essential information to allow the audience to effectively evaluate the topic.			
The presentation showed evidence of a well-researched work (e.g. the presenter had a clear understanding of the material presented).			
The presenter excluded irrelevant or filler information.			
Delivery:	Exemplary (90%-100%)	Proficient (80%-89%)	Developing (70%-79%)
Introduction stated objective and identify relevant questions			
Information followed a logical sequence and presented in a clear and orderly manner			
The talk maintained the audience's interest			
Carefully timed so that it "fit" into the time allowed . Spent appropriate amount of time on topics.			
The presenter showed evidence of being prepared by not overly relying on notes, and spoke in a fluent and spontaneous way			
Conclusion summarized the presentation's major points			
Conclusion provided the audience with a "take-home" message			
Speaker answered questions professionally.			
Visual Aids & Handouts	Exemplary (90%-100%)	Proficient (80%-89%)	Developing (70%-79%)
Audio/Visual components supported the presentation by informing effectively and without distracting the audience			
Visual aids looked professional, attractive, creative and precise so as to enhance the presentation			
The handout outlined and provided key information .			
The handout conforms to proper grammar and stylistic rules.			
The handout conforms to current MLA Style guidelines.			

Tips for a successful presentation:

Adapted from "Meagher, Shawn. "Oral Presentation Instructions." http://www.wiu.edu/cas/biological_sciences/symposium/Oral%20Presentation%20Guidelines.pdf.

Slides (number): Include only as many slides as you can discuss meaningfully in your allotted time. A common rule of thumb is no more than one slide for each minute you will be talking (some slides require little description "my study site was here..." while others require a lot – description and interpretation of data/graphs).

Slides (general): Limit each slide to a single idea. Make them as simple and large as possible so that they are readable from at least 50 ft. 18-24 pt font is a good minimum size.

Practice: You must practice (aloud) several times so that you stay within the time limit. You may want to write your speech out (entirely) beforehand to make sure that you can make your points clearly and that you make smooth transitions.

Presentation: Speak slowly. Make eye contact. Deliver your talk with an outline based on your written text, so that you will not read (and bore the audience), but can find your place if you get lost. You may want to have your Introduction and Conclusion written in full so that you can get through it smoothly.

Slides (color): White on black is most legible, particularly if there is any room light. Be sure to use colors with high contrast.

PowerPoint: Avoid unnecessarily complex, distracting backgrounds. Do not use complicated transitions, animations or cute sounds. Keep the audience's attention on your content, not cute graphics.

And others from "**Top Eight Rules for Creating a PowerPoint Presentation.**" <https://www.pharmacoepi.org/pub/?id=76a123f3-c419-8689-f823-a38e28f5fd02>

1. Remember that **you are the presenter, not PowerPoint**. Use your slides to emphasize a point, keep yourself on track, and illustrate a point with a graphic or photo. Don't read the slides.
2. Don't make your audience read the slides either. Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide). The bullet points should be headlines, not news articles. Write in sentence fragments using key words, and keep your font size 24 or bigger.
3. Make sure your presentation is easy on the eyes. Stay away from weird colors and busy backgrounds. Use easy-to-read fonts such as Arial and Times New Roman for the bulk of your text, and, if you have to use a funky font, use it sparingly.

From Dr. Medina: There are many other options to create slide shows, such as Keynote (which I prefer more than any other other), Google Slides, Prezi (very versatile), among others.