**ORAL PRESENTATIONS: In-Class Work**

I will assign each group a topic from the chapter on oral presentations and you will present your section of the chapter to the class. Take good notes for every one of theses steps, because you’ll use it all again on Thursday in the lab. You have about ½ hour!

**How to tackle this:**

1. Decide your audience and purpose for this presentation—jot down some notes.
2. Review the Sample Evaluation Form (linked) to get a feel of what makes a good presentation.
3. Choose material you think is most important from your section to present to the class.
4. Create thumbnail sketches of powerpoint slides: at least five-six slides about the material in your section. (later, you’ll use this blueprint to make real ones!) You’ll use this to guide your presentation to the class, which should…
5. …be no more than two minutes long (not counting questions from the class).

When other groups are presenting, try evaluating them using the Sample Evaluation Form, just to get a feel of what sections are useful (again, in class on Thursday, we’ll make our “real” one.)

**Topics and Groups**

#1 Preparing:" Analyzing the Speaking Situation" and "Org/Devel the Presentation" (425-427)

#2 "Preparing: Presentation Graphics " through "Graphics and the Speaking Situation" (427-430)

#3 "Using Graphics to Signal Organization" (432-438—for experienced PP users!)

#4 "Choosing Effective Language", "Rehearsing" AND "Delivering" Answering questions (439 to 444)

**Thursday’s Class**

1. Using a template, create five-six slides about the material in your section from last class; make sure you have some kind of introduction and an advance organizer.
2. Following Markel’s directions on making a slide master, re-create a few of your slides that way.
3. Download the form on oral presentations (linked from our Schedule page) and begin revising. Be sure to look at our own assignment (especially the time frame) when you are considering what to keep in.
4. As a group, we’ll either present our slides or discuss what we’ve learned about working with powerpoint/graphics and how that relates to your own presentations coming up.
5. We’ll also discuss changes we might make to the presentation form!

Whew! Lots to do today!