21W.730-5 Writing on Contemporary Issues: Culture Shock! Writing,
Editing, and Publishing in Cyberspace
Fall 2008

ORAL PRESENTATION GUIDELINES

On December 2 and 4 , members of our class community will make oral presentations to the group. The presentations are to be based on your investigative essays, so you should be able to speak authoritatively on your subject. Here are some guidelines for your presentation:

- You should be prepared to speak for about 4 ½ and 5 and minutes. I will time the presentations and stop you at 5 minutes.
- You are welcome to use audio-visual tools, handouts, overheads, PowerPoint, or the blackboard as part of your presentation. If you choose to show a video clip, the time the video takes must be part of your 5 minutes. And (need I say this?) the video should not take up a lot of your presentation time!
- After you have addressed the group, we will have 2-3 minutes for questions and comments from the audience. Be prepared to handle questions in a professional, authoritative manner.

In preparing, you should PRACTICE, PRACTICE, PRACTICE! At least 3 times: once alone, once before a mirror, and once for a friend or two.

TIME YOUR PRESENTATION WITH EACH PRACTICE so you know you won't exceed your time limit.

Introduce yourself to your audience at the beginning of your presentation. Look sharp. Remember to make eye contact with the audience, to avoid "fillers" (*um, uh, like*, and so on), to speak naturally but to **project your voice so you are sure to be heard**, and to do whatever you can to present yourself as authoritative, interested and prepared. Be lively; be interesting; be informative.

The Writing Center staff is available to give you pointers and response on your presentation if you sign up in advance.

Good luck, and let me know if you have questions.