

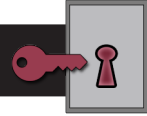
## BONUS ACTIVITY (ONLINE ONLY)



### Preparing and Delivering a Presentation

**Learning skills:** *creativity, public speaking (persuading) and conducting an assessment*

#### WHY



The ability to communicate effectively in the form of a presentation or speech is highly valued, especially in the workplace. Your current presentation skills can be improved with practice, good preparation, self-assessment and assessment from others. In this activity, you are able to offer assessment and feedback to others, and receive it yourself to help improve future presentations.

Preparing for an oral presentation involves knowing what the requirements and constraints are before you start writing what you are going to say. Good preparation, rather than just “winging it,” improves your confidence, reduces any anxiety you might have prior to the presentation, and leads to a better outcome — a more professional presentation.

#### LEARNING OBJECTIVES



1. Understand and apply the Communication Methodology by preparing a presentation.
2. Appreciate the importance of planning and preparation in communication.
3. Practice and gain confidence speaking in front of others.
4. Develop criteria for assessing effective communication.

#### PERFORMANCE CRITERIA



##### PART ONE

*CRITERION #1:* the report your team prepares

Attributes:

- a. documents how your team followed the Communication Methodology
- b. includes answers to the Critical Thinking Questions

##### PART TWO

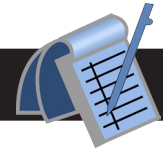
*CRITERION #1:* your team’s presentation

Attributes: a. organization b. delivery c. content

*CRITERION #2:* your assessments

Attributes:

- a. includes strengths of the presentation
- b. includes areas for improvement and ideas about how to make the improvements



This activity can be separated into two parts, (1) preparing for an oral presentation made by your team and (2) delivering the presentation you prepare.

## Part One – Preparing the Presentation

As your team begins this activity, proceed based on the following information:

- the presentation will be a persuasive speech.
  - each team will have a maximum of eight minutes,
  - the oral presentation will include every team member, and
  - each individual is limited to a maximum of two minutes.
1. Select a topic for your persuasive presentation from those listed below or from additional options provided by your instructor. A persuasive presentation involves persuading or convincing a particular audience to support a point of view.

<u>Audience</u>	<u>Purpose</u>
high school seniors	to attend your college
parents	to support a semester of studying abroad in Spain
local business people	to subscribe to an Internet service
other students at your school	to take this course and build learning skills

2. Prepare a written document that includes the following:
  - a plan of action and an outline that follows the Communication Methodology,
  - answers to the Critical Thinking Questions, and
  - notes for each person’s contribution to the team presentation.
3. Follow through on your plan. This should include creating and writing the presentation as well as testing, practicing, and assessing the presentation.
4. If resources are available, create a visual aid to enhance your presentation.

## Part Two – Delivering the Presentation

Each team has up to eight minutes to give its presentation. Each team member is required to present and is limited to a maximum of two minutes.

1. As a class, determine the measurements that will be used with the three main criteria to assess the presentations. Choose two measurements for each of the following: the organization, the delivery, and the content of the presentation. Fill in these selected measurements on the *Presentation Assessment Form*.
2. During each presentation, each person in the audience should assess and record on the Presentation Assessment Form. Make notes regarding the following three questions:
  - What are the three most important things the speakers did to make their delivery effective?

- Which student's presentation was most effective and why?
  - What are two techniques you learned from observing the presentations that you can adapt and use for yourself?
3. After each presentation, take two minutes as a team, to compare notes on the team that just presented. On a blank Presentation Assessment Form, write your team's assessment and give it to the team whose performance you assessed.
  4. Optional: Obtain video equipment and tape the presentations. Review the video of your team's presentation. Assess your individual performance and the team's overall performance by identifying three strengths, three areas for improvement, and three insights gained from watching the video.

## ***CRITICAL THINKING QUESTIONS***



1. How did your team ensure that all members contributed to the process of preparing the presentation?
2. How did the intended audience affect the preparation of your presentation? For what other type of audience might this presentation be appropriate?
3. What are the main components to a presentation and how much time have you devoted to each? What topics (based on your outline) are included in each component?



# Presentation Assessment Form

Speaker/Team:

Assessor:

Criteria: **Organization**

Measurements:

Measurements:

Comments:

Criteria: **Delivery**

Measurements:

Measurements:

Comments:

Criteria: **Content**

Measurements:

Measurements:

Comments: