

ABC 83th Annual International Conference 2018, Miami, FL

My Favorite Assignment- Teaching Aid on the Assignment (1)

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Oral Presentation Assignment (10 Points)

ENGL 2333, Spring 2018 Dr. Liu

Purpose

Professionals in all types of business make oral presentation. The power to persuade people to care about something you believe in is very important to business success. Making a good oral presentation **not only requires good delivery** but **also involves:**

- **developing a strategy fitting your audience and purpose,**
- **containing good contents,**
- **organizing material effectively,**
- **using different media to make your presentation engaging and vivid, and**
- **designing your PPT slides beautifully, accessibly, and professionally.**

This assignment aims to provide you with such an opportunity to have some practice on ***how to do a good professional oral presentation*** in workplaces.

Description

In this assignment, you are going to choose **a special working place topic** that is **in the field of your major** (such as creative writing, English, communication, computer science, history, or others), and then prepare about a **5-minute** PowerPoint oral presentation on your **chosen topic**. Your audience consists of the assumed working place supervisor(s) and coworkers/ colleagues, your classmates, and your instructor in this class.

Your purpose is to present the **key contents** of **your topic** and other elements you aim to communicate **according to the specific rhetorical situation** of your topic (for example, your chosen topic should not be too "technical" so that **a general educated audience** can understand your presentation).

Outcomes/Deliverables

Submit: E-mail your original electronic PowerPoint oral presentation to Dr. Liu on **due date: Group 1: April 25 (Wednesday), 2018; Group 2: May 02 (Wednesday), 2018.**

1. PowerPoint Oral Presentation Performance (8 points)
2. Well-Designed PowerPoint Slides (2 point)

Guidelines for your multimedia presentation

- **Make allowances for technology:** The day of your presentation, be sure to have with you the USB drive copy of your presentation. In addition, you should either email a copy to yourself or me. It never hurts to have too many copies (as long as they are all the same).
- **Use design to make the document professional and accessible:** Use PowerPoint for creating slides that will **provide a structure for the presentation**. *Simplicity of design* allows your audience to focus on what you are saying.
- **Analyze audience and purpose:** Be sure to *assess the speaking situation*--the audience and purpose of the presentation. Determine how much information you can communicate in your allotted time. If you want to, you can preface the presentation with a statement telling us what roles we are supposed to play in listening to the presentation.
- **Use a clear and correct style:** As you prepare the presentation, pay attention to the language. *Choose language to help you signal advance organizers, summaries, and transitions*. And choose language that is vivid and memorable.
- **Consider using notes:** *Outline your information on note cards, or use the notes feature in PowerPoint*. During the presentation, however, for some people it is best not to use notes, for *they may distract the audience and make it hard for you to maintain eye contact*. Rather, build the notes into the graphics themselves.
- **Practice beforehand:** *Rehearse your presentation several times*, so that you are thoroughly familiar with material. You don't want to try to memorize the talk, but you should *have the main points clear in your mind*.
- **Integrate the software use into the presentation:** *Do not block the audience's view of the screen*. Be particularly careful not to block the view of the people at the near end of the table while you talk. Walk up to the table to advance to the next slide, or hold the "gyromouse" and click it to advance slides.
- **Speak clearly:** Work on your presentation style. *Be conscious of body movements, posture, volume, pronunciation, speaking rate, and eye contact*.