|  |
| --- |
| Presentation |

You will give a formal presentation of 4 to 5 minutes based on your proposal. In that presentation, you will provide the background information or context needed for the audience to understand your proposal and why it is important. You will explain the problem that your proposal addresses. You also will need to explain the benefits of adopting your proposal—and the negative consequences of rejecting it. You will need to use some form of media (such as PowerPoint or Apple’s Keynote) to display graphics and data that support your presentation. Use Jing to record a screencast of your presentation with your voiceover, and upload your screencast to Screencast.com or to your YouTube channel. (Jing allows you to record presentations of no more than 5 minutes in length.) Then post a link to your screencast in the Presentation discussion in Canvas.Watch and respond to at least two of your classmates’ screencasts in the Presentation discussion. Your Presentation is worth 75 points.

Analyze the Speaking Situation

I and the other members of the class will constitute your audience. How much does your audience know about the subject of your Presentation? What is your purpose? Be sure to define or explain specialized terms or concepts. Provide enough background and context for your audience to understand your purpose, your plan, and its benefits. Budget your time for the presentation.

Organize and Develop the Presentation

Choose an organizational pattern that best suits your purpose, audience, content, and situation. For example, you may organize your material by

•increasing specificity

•increasing importance

•problems-methods-solution

•or cause and effect.

Prepare the Presentation Graphics

Effective graphics are

•Visible

•Legible

•Simple

•Clear

•Correct

Choose Effective Language

Use language to provide overviews, summaries, and transitions.

Use Engaging Approaches

Emphasize the benefits of your proposal for your audience and use interesting facts, figures, and quotations.

Rehearse the Presentation

Before you record your screencast, rehearse at least three times to make sure that you are comfortable with the information.

Record the Presentation

Before you record your screencast, calm your nerves. Use your voice effectively. Speak loudly and clearly enough for the audience to understand you. Avoid long pauses or expressions such as “uh” or “um.” Jing allows you to record presentations of no more than five minutes in length.

**Introduce your Presentation**

•Introduce yourself

•State the title of your presentation

•Explain the purpose of your presentation

•Briefly describe your primary audience

•Provide a briefoverview

**Give your Presentation**

Explain your

•problem

•research resources

•research findings

•plan for solving the problem

•benefits of accepting your proposed plan

•negative consequences of not accepting your proposed plan

**Conclude your Presentation**

•Announce that you are concluding

•Summarize the main points

•Look to the future and speak briefly about what you think or hope will happen

next

•Include a bibliography that identifies your research

sources

Submit your Presentation

After you record a screencast of your presentation, upload it to Screencast.com or your YouTube channel and post a link to the Presentation discussion in Canvas. Watch and respond to the screencasts of at least two of your classmates in the Presentation discussion.