Span 212-311

Oral Presentation Guidelines

The Assignment
Working in small groups, students will be responsible for preparing a 15 minute in-class oral presentation. Presentations are linked to specific authors, texts, and themes, and are scheduled to coincide with our study of a particular work. Presentations are designed to help students understand the text, will be expected to approach this as a research assignment. Some suggestions for topics to cover are in the syllabus. You must also include a brief account of how you went about finding your information and what kind of sources you found. For presentations on a Grammatical Structure, students should explain the structure using charts and provide an exercise or game for practice.

Signing up for presentations.
- Because each presentation is linked to a specific theme or work, there is not much flexibility in the schedule. Be sure to consider this as you select a presentation topic/date.
- You may sign up for your presentation before or after class during the first 2 weeks.

How should the information be presented in class?
- Notes. You may use cue cards and refer occasionally to your notes but should avoid reading out the entire presentation. Make eye contact and avoid a monotonous intonation. Remember, the goal of an oral presentation is to engage your audience.

- Visual and audio materials. You will be expected to include visual materials in your presentation. These may include transparencies, posters, pictures, objects, graphs; you are expected to prepare a PowerPoint presentation. Depending on your topic, the use of audio materials may also be appropriate. You are encouraged to be creative. But keep in mind that the purpose of such materials is to enhance your presentation of the topic, not to overshadow or replace it; so, all your audiovisual materials should be identified and be related to the topic. Also, please note that simply reading out the information on a poster, PowerPoint presentation, etc. will adversely affect your Communication score. Finally, be aware that too much information on one slide detracts from your audience’s attention.

Ojo: let me know by the preceding class meeting, at the absolute latest, if you will need any equipment that is not regularly available in the room since it will need to be reserved through Media Services.

- When you use PowerPoint for your presentation, you are expected to insert the following in the appropriate place:
  - useful vocabulary (5 words, key terms, or concepts you think your classmates may not be familiar with but will need in order to follow the talk).
  - where you found information on your topic (you do not need to include all the sources you consulted, just the most useful 3).
• You may complement your presentation by preparing and distributing handouts or transparencies. Your group will be responsible for distributing a copy of the handout to each student in the class.

Presentations will be graded for grammar and pronunciation as well as content. Content and delivery are important aspects of an oral presentation. But so is comprehensibility. In other words, occasional errors during a presentation generally do not affect the overall grade. Frequent or more egregious errors, on the other hand, may impair our ability to understand and assess properly the content of your talk. As you prepare and practice your in-class talk, set aside some time to review key grammar aspects. For example, if you are speaking about the past, are you using the preterit and imperfect correctly? You should also ask a tutor or myself to go over your presentation ahead of time. Otherwise, I will need to make corrections following the presentation or schedule a session to go over it with me afterwards, and this will affect the Language portion of your grade.

Ojo: Keep in mind that, just like when writing an academic essay or paper you must use the impersonal pronoun se instead of the personal tú, this applies to PowerPoint presentation too.

Presentations will be graded individually. Each member of the group will receive an individual score.

You do not need to hand in a written version of your presentation.