**Oral Presentation**

Your speech and presentation is an extremely important part of the Senior Project. It is imperative that you make every effort to exhibit mastery of your chosen subject to a panel made up of community leaders and educators. Your personal appearance and demeanor are extremely important and you should be familiar with all aspects of your presentation including PowerPoint and other technological aspects of your presentation.

**STEP 1: What are you going to talk about?** Answer the following questions. Referring to the Project Self-Analysis form and Task Analysis form might help.

1. How do your paper and project connect?

2. What emotions did you experience as you worked through the paper and project? (anger? excitement?

pride? frustration?)

3. What problems did you encounter (money? time management? skill deficiencies?) Explain.

4. What personal growth did you gain from the paper and project? What self-knowledge did you gain? What knowledge of your topic did you gain?

5. How did the project affect your plans for your future? Explain.

**STEP 2: How am I going to say this?** Use the answers to the questions above as reference.

1. Organization--jot your ideas on separate 3x5 cards and arrange them into an order that is logical and

pleasing.

2. Slip blank cards into spaces where visual aid is needed or would be appropriate.

3. Add blank cards for introduction and conclusion.

4. If you have a project that can be displayed, jot your ideas for that display on one card, i.e., photographs.

5. Plan your introduction. The introduction should:

a) Grab attention

b) Make topic thesis clear. (Be sure to mention both paper and project.)

c) Take no more than 60 seconds.

*Consider using quotations, readings. dramatics, jokes, surveys, or other audience participation*

*sets, games, audio-visual devices, demonstrations, or questions.*

6. Plan your conclusion. A good conclusion should:

a) Restate topic/thesis.

b) Leave the audience thinking.

c) Take no more than 30 seconds.

7. Plan the display of your project. Will it be an on-going, integral part of your speech, such as

a slide show? Part of your introduction? Happen after your conclusion? Will you wear it?

Sit on it? Serve up samples? Avoid passing items around during your speech-this causes

too much distraction.

8. Plan your visual aids.

9. Make sure your teacher knows what AV equipment you will need and you can use it!

10. Look at each idea card and fill in details, colorful anecdotes, and factual information.

11. Place all cards back in order and begin practicing your speech.

**STEP 3: Speech techniques to remember:**

1. Eye contact--This is extremely important. Practice often enough that you rarely need to look at your cards. Remember this is a friendly audience. Your peers and your judges are pulling for you. You need the reinforcement that their encouraging expressions will give you. Look at them. True communication happens with the eyes. A speech without eye contact is only half a speech.

2. Posture-Stand proud. You have a right to be. You have accomplished a great deal. Avoid:

a) gripping the podium--white knuckles are so unattractive.

b) locking your knees-you've come too far to faint now.

c) twitching, wiggling, shaking.

*You want your audience to pay attention to what you are saying*.

3. Voice-Your voice needs to:

a) be loud enough to be heard.

b) vary appropriately in pitch and tone.

4. Gesture-Use your hands to help make your point. Gestures should be natural and spontaneous, not choreographed and mechanical.

5. Props--Plan and practice using any props you will need.

**STEP 4: Prepare for questions**.

Of course, there is no way to know for sure what the panel members will ask you, but you can make some educated guesses, and that process will provide you with the confidence and clear-headedness to take on any queries. Answer the following brainstorm questions:

1. Why did you choose your topic/ careers?

2. What was the most difficult part of doing your project?

3. Why do you consider your project a learning stretch?

4. What did you learn about yourself by doing the Senior Project?

5. What was the most valuable asset in accomplishing your project?

6. What advice would you give to juniors about to undertake this project?

7. What skills did you develop in doing this project?

8. How much time did you spend?

9. Did the project involve knowledge learned in numerous classes?

10. How did you feel about completing your Senior Project?

PRACTICE.

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\*\*Presentations will happen AFTER school. You will need to sign up for your 10 minute time slot. More information will be coming at a later date.