
**PREPARING ORAL
PRESENTATIONS**

GETTING STARTED

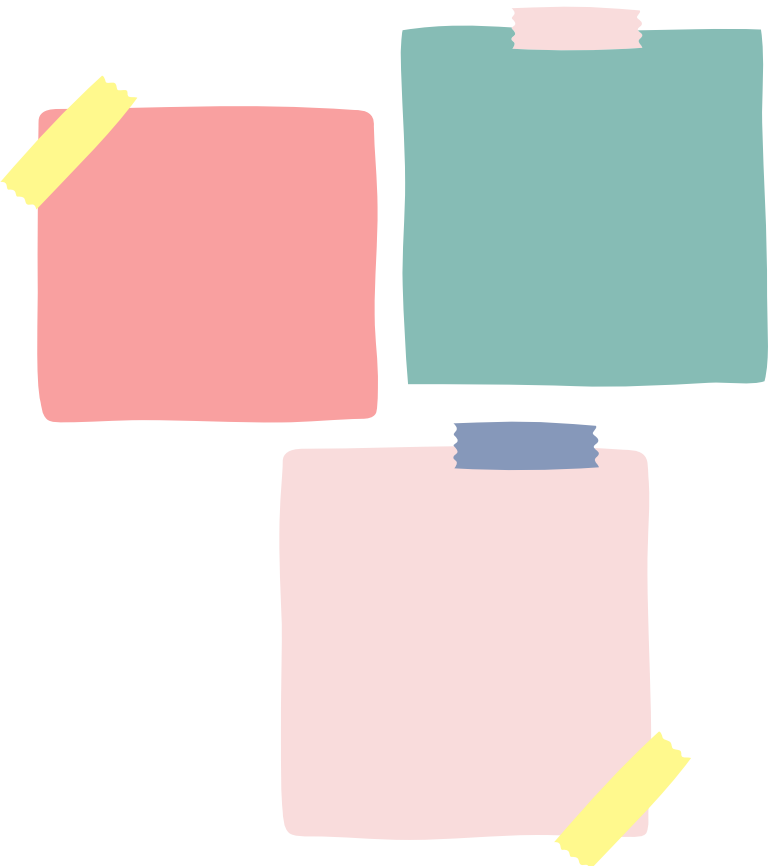
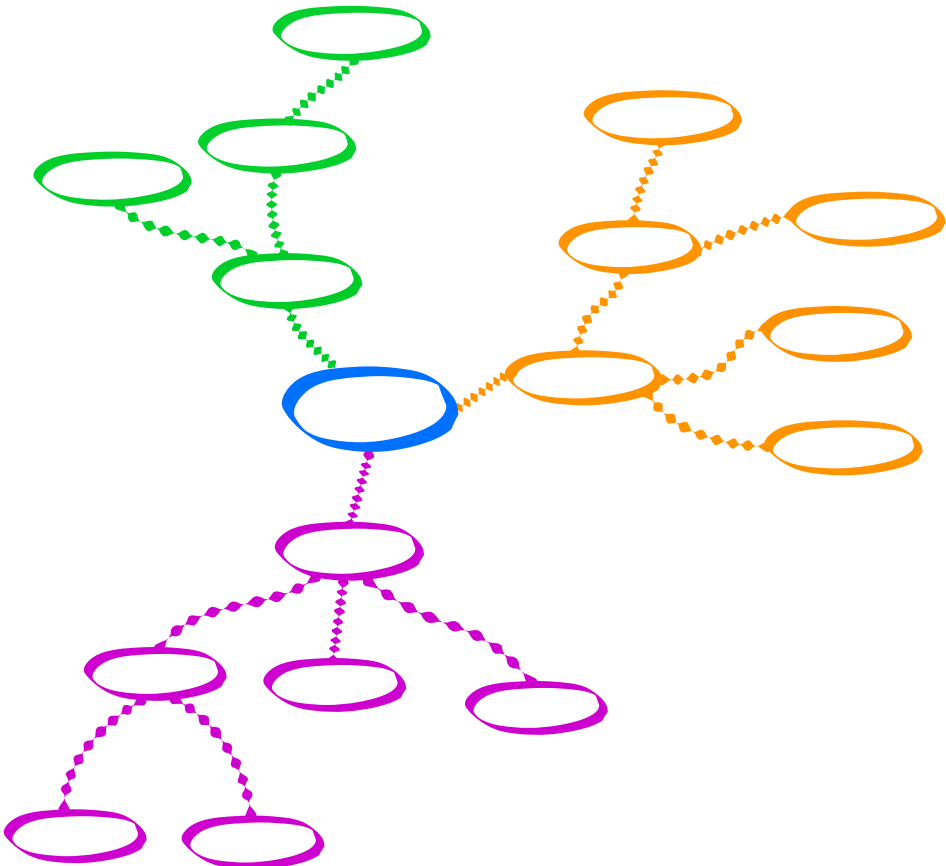


GETTING STARTED | PURPOSE

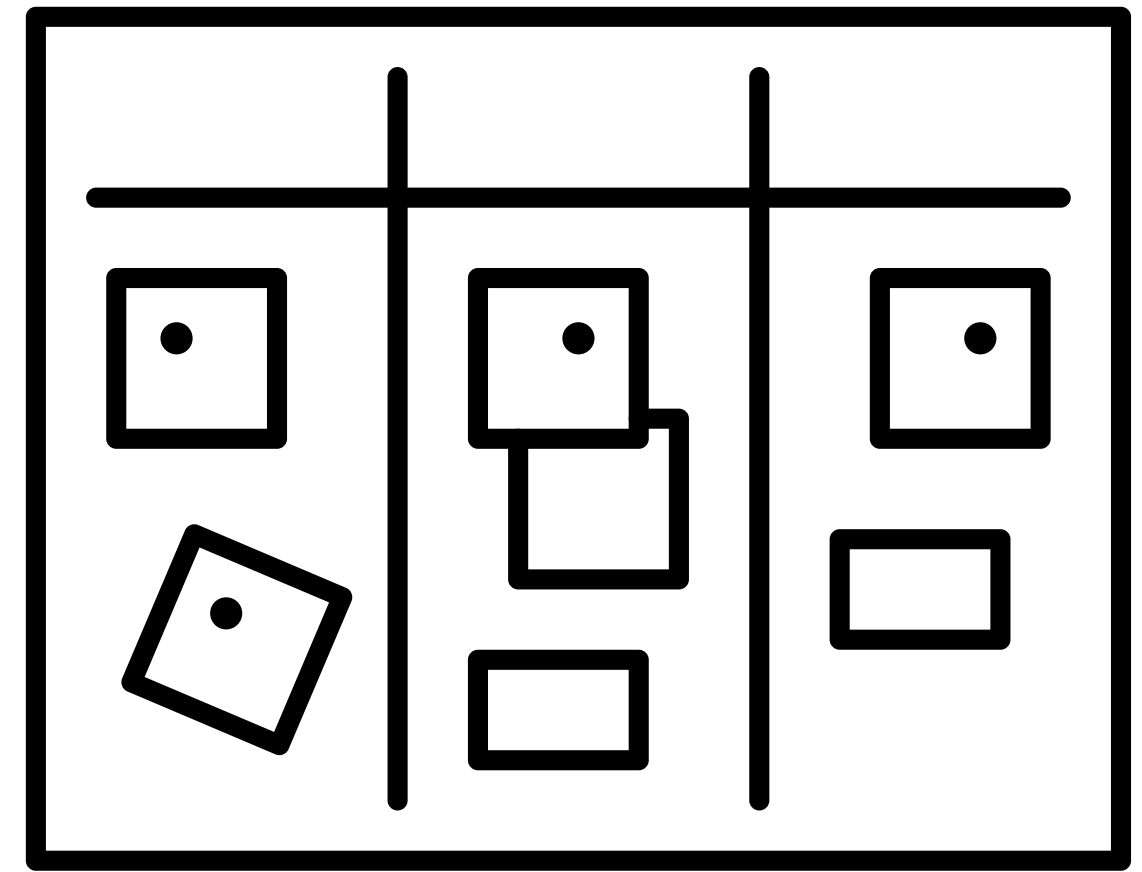
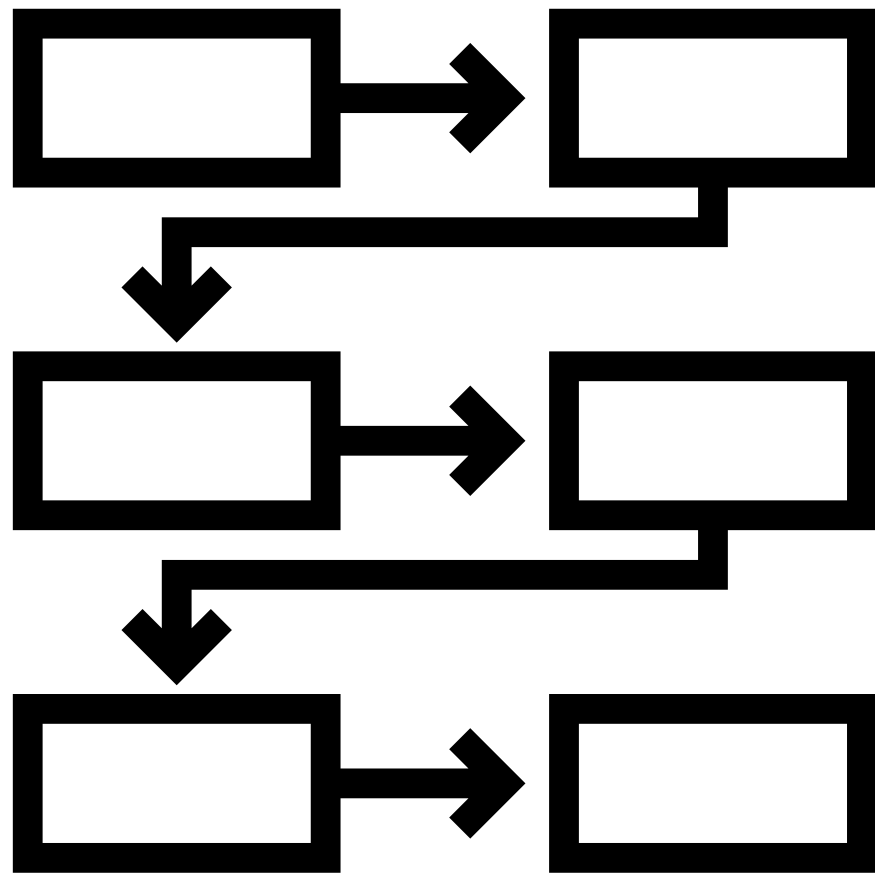
- Assignment purpose: inform, persuade, inspire, teach?
 - Audience: ages, interests, knowledge of the topic, attitude toward you and the topic
 - Topic: selecting a topic and finding the best information
 - Find **your** "Why" - make it count!
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GETTING STARTED

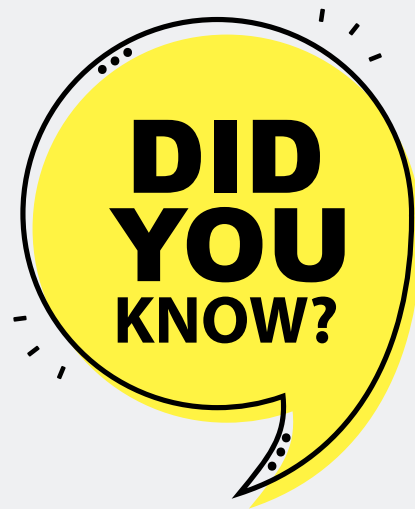
| BRAINSTORMING (GATHERING)



GETTING STARTED | ORGANIZING



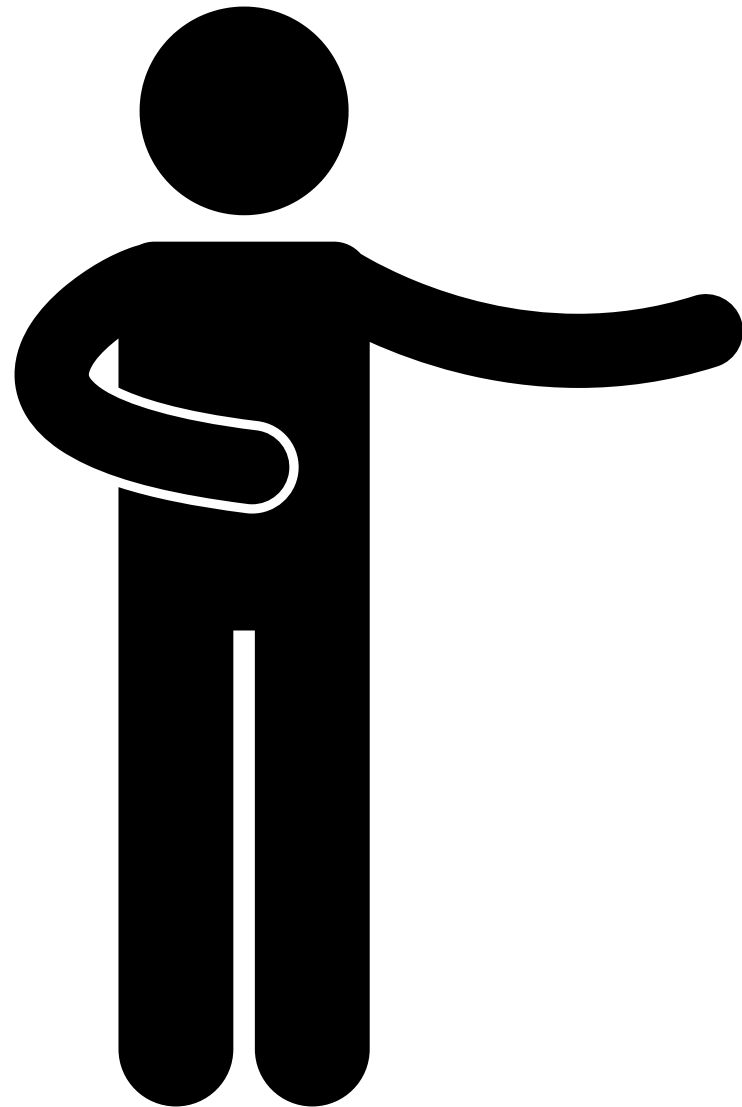
PART ONE | ORGANIZING YOUR INTRO



**You have
about 30
seconds
to get
their
attention!**

1. Greet your audience
 - a. Thank them for being there
2. introduce yourself
 - a. establish your credibility - what makes you a reliable source of information?
3. introduce your topic and main idea. Try one of these strategies:

PART ONE | ENGAGING THE AUDIENCE

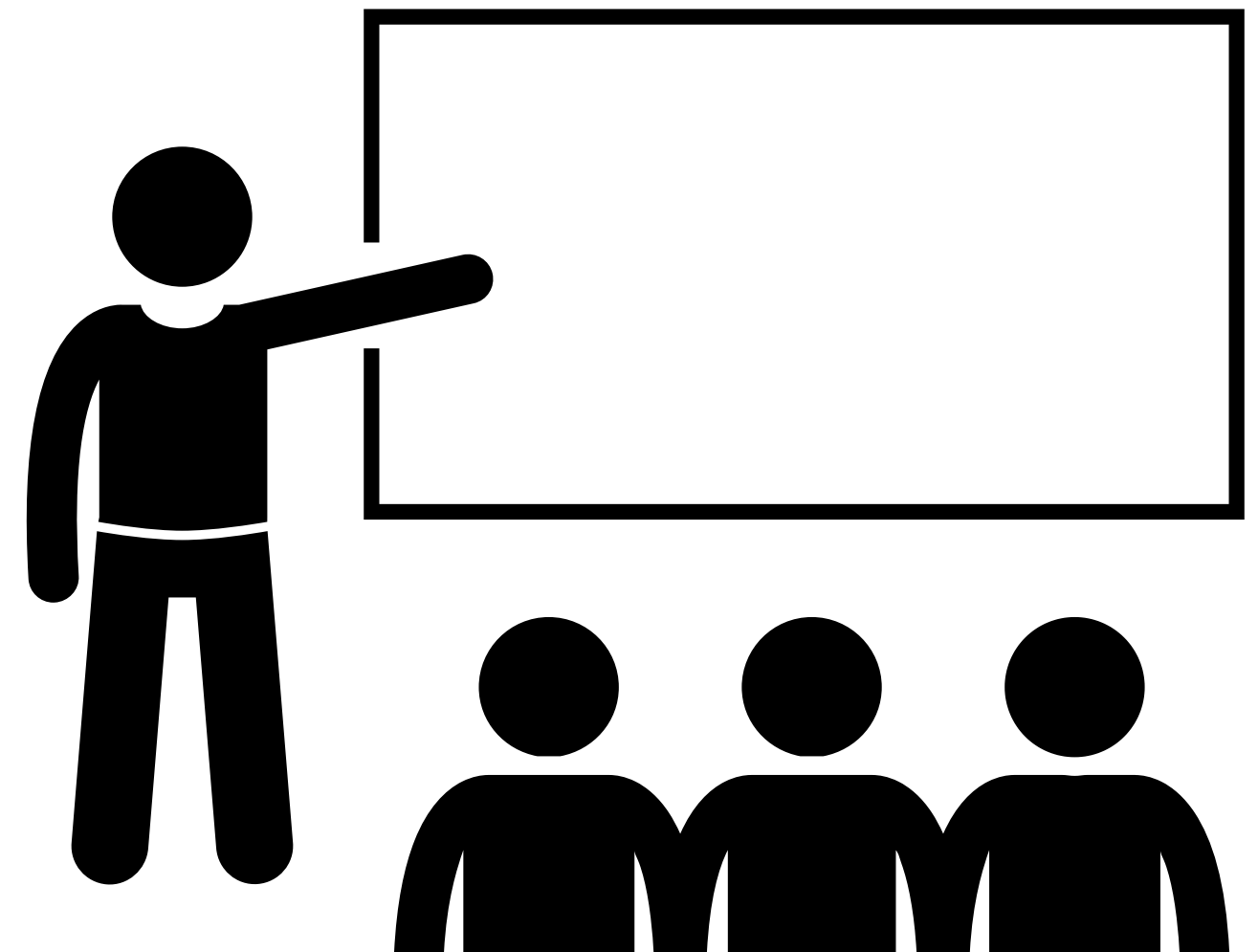


- Start with the end
- Start with the beginning
- “I never thought I...”
- “I woke up that morning not knowing my life would never be the same.”
- Start with the lesson
- “On the other side of your greatest challenges in life you often find immense personal growth. But at the moment, it’s really hard to see.”

PART TWO | THE BODY

Mimic essay structure:

- sections should be organized in a logical way that makes sense
 - chronological
 - order of importance
 - compare / contrast
 - cause / effect
 - order of location (physical proximity)
 - problem/solution



Reflection #1 - Essay prompt

After working through the Why I Write discussion questions in your small group, reflect on your own writing process. Compare the experience of writing alone versus writing in a group. Which approach works best for you—and why?

- Write an essay with a clear introduction, body, and conclusion.
- Your thesis should take a stance: either writing alone or writing in a group is more effective for you.
- Support your stance with 3 specific reasons, drawing on today's activity, your past experiences, and ideas from our metacognition module (thinking about how you learn and write).
- Use a narrative voice—share your perspective and experiences in a personal, reflective way.

When finished, scan your essay using Google Lens and upload it to the first Dropbox for this assignment.

Category	Excellent	Proficient	Developing	Needs Work	Points
Thesis & Stance (10)	Clear, specific thesis with a strong stance (10)	Thesis present but vague or somewhat unfocused (7–9)	Thesis unclear or inconsistent with essay (4–6)	No thesis or stance taken (0–3)	/10
Development & Support (15)	Three well-developed reasons with detail, examples, and reflection (13–15)	Three reasons present but unevenly developed (10–12)	Fewer than three reasons or weak development (7–9)	Minimal or no support (0–6)	/15
Organization (10)	Clear intro, body, and conclusion; logical flow and transitions (9–10)	Basic structure with some lapses in clarity or transitions (7–8)	Weak structure; missing one major part (4–6)	Disorganized or missing structure (0–3)	/10
Voice & Engagement (5)	Strong narrative voice; personal reflection authentic and engaging (5)	Some personal voice but inconsistent (3–4)	Little to no sense of voice; mostly summary (1–2)	No narrative voice (0)	/5
Language & Mechanics (10)	Few or no errors; polished, college-appropriate prose (9–10)	Some errors, but meaning always clear (7–8)	Frequent errors that sometimes interfere with meaning (4–6)	Errors so frequent they obscure meaning (0–3)	/10

PART THREE | CONCLUSION

You must:

- Review your main idea
- Reiterate your main points
- Wind-down with intention:
 - recommend a plan of action
 - issue a personal challenge
 - suggest additional sources
- End your presentation:
 - Thank the audience
 - Ask if they have any questions



**WRITING YOUR
PRESENTATION**



WRITING YOUR PRESENTATION | APPROACHES

List

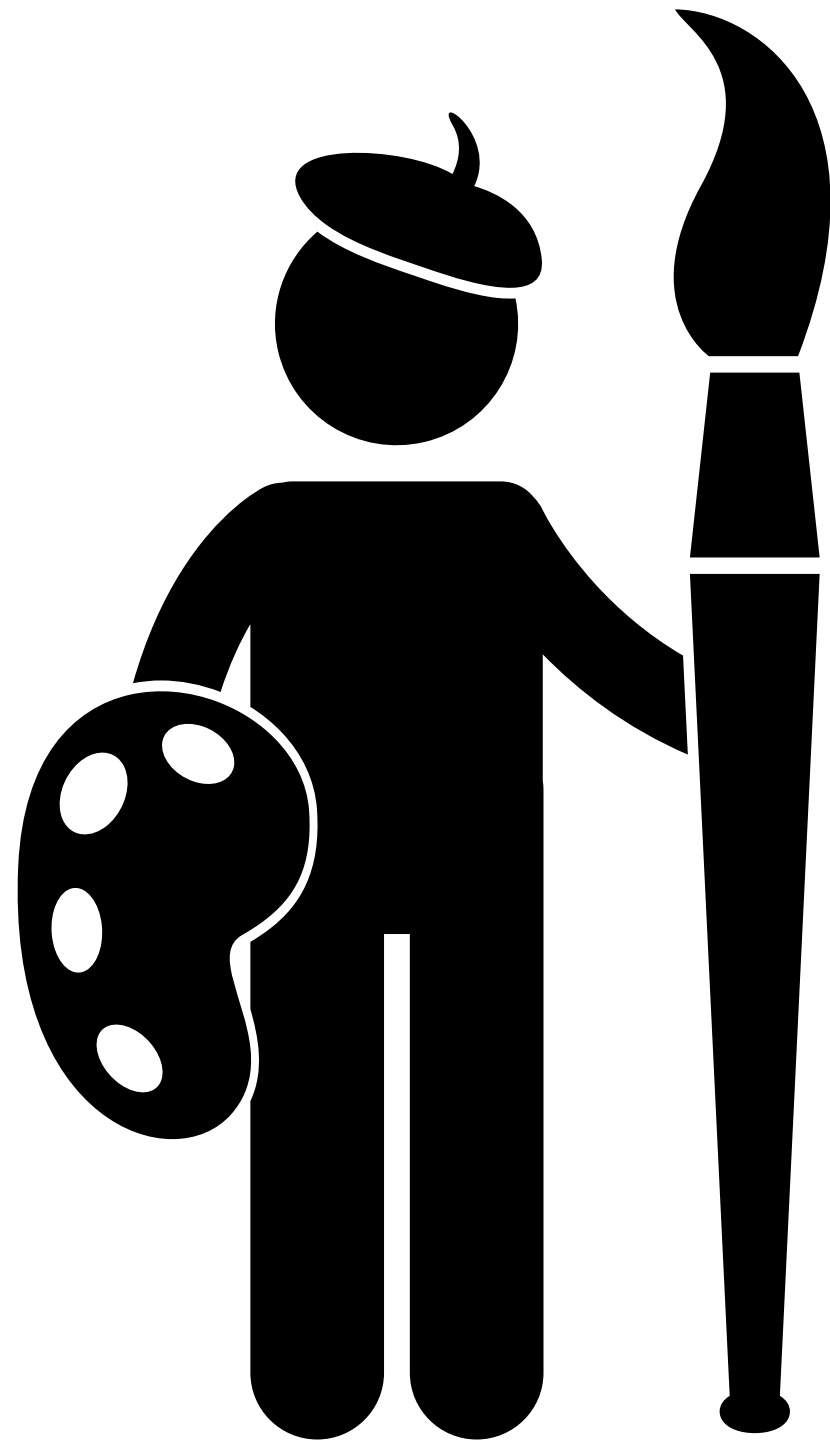
- opening sentence or two
- summary phrase for each main point
- closing sentence

Outline

- Opening (complete sentences)
- all main points (sentences)
- supporting points (phrases) quotations (written out) and technical details, stats, and sources (listed)
- closing (complete sentences)



If you're using slides, ditch cue cards and let your slides be your guide.



DESIGNING
YOUR
PRESENTATION

DESIGNING YOUR PRESENTATION

Choose your "look" strategically

- match the mood, purpose, and venue
- reflect your persona and bolster your reputation
- keep the design simple and uncluttered

Text

- keep this simple too!
- use clean fonts (nothing overdone or elaborate)
- black writing on white background is a solid go-to

DESIGNING YOUR PRESENTATION

Graphics, images, videos

- must be relevant, even pivotal
- keep videos short - remember your min/max time parameters
- for videos, add the link to the slide (insert hyperlink) and try it out before the presentation!
- visuals are a GREAT opportunity to re-engage your audience with a question or poll

Animate

- add transitions, animations, and sound effects but only if appropriate

REHEARSE YOUR PRESENTATION



REHEARSING YOUR PRESENTATION

- Rehearse your entire presentation and time it!
- Present in front of someone who loves and supports you and ask them for feedback
- Record yourself presenting and watch it back (ick, I know!)
- Project your voice
- Be approachable
 - smile
 - look happy (but not terrified happy)
 - convey passion - interest, enthusiasm
 - present from a service mindset

P R E S E N T E R
M O D E



P R E S E N T E R M O D E

- Present yourself
 - plan your outfit (make it appropriate!)
 - lightly-colored tops show sweat - keep it dark
 - wear comfortable but appropriate shoes (especially if you will be standing for a long time!)
 - make yourself presentable (clean, brushed hair, etc)
 - get enough sleep the night before
 - bring water - dry mouths during presentations make nerves skyrocket!

PRESENTER MODE

At the podium:

- be confident, positive, and energetic
- eye contact!
- body language
 - use natural gestures
 - use approachable body language (in front, not behind)
 - maintain correct posture
- Voice
 - speak clearly and at a steady pace (not too slow/fast)
 - reword, clarify, elaborate - if you flub, move forward!

PRESENTATION | RUBRIC

Category	Exceeds Expectations (A-level)	Proficient (B-C level)	Developing (D-F level)	Points
1. Content & Purpose	Clearly conveys the central message or lesson of the essay with insight and reflection. Story is engaging, cohesive, and focused throughout.	Main message is clear but may lack depth or consistency. Some sections feel less connected to the overall takeaway.	Message or purpose unclear; presentation lacks focus or coherence.	/15
2. Organization & Flow	Excellent structure with a strong opening, logical transitions, and memorable closing. Smooth pacing within the 3–5 minute limit.	Clear organization with minor lapses in flow or pacing. May slightly exceed or fall short of time limit.	Weak or unclear structure; difficult to follow or significantly off time limit.	/10
3. Delivery & Engagement	Speaker demonstrates confidence, natural pacing, strong eye contact, and expressive tone. Effectively connects with audience and maintains attention.	Speaker appears prepared but delivery may be uneven or less dynamic. Some engagement, but limited variety in tone or pacing.	Speaker reads directly from notes, lacks energy or eye contact, and does not connect with audience.	/10
4. Visual Support (Optional)	Visuals or props are used sparingly but powerfully to reinforce key ideas or emotion; seamless integration.	Visuals are clear but add minimal value or feel somewhat disconnected.	Visuals distract, overwhelm, or are missing when they could aid understanding.	/5
5. Language, Clarity & Mechanics	Language is polished, appropriate for oral delivery, and free of distracting errors. Demonstrates control of grammar and diction.	Generally clear language with a few minor errors or awkward phrasing.	Frequent language errors or unclear phrasing that distract from meaning.	/5

