

Presentation – Guidelines and Rubric Template

DATE OF PRESENTATION _____ (Everyone should be ready for _____)

General Information:

This presentation must be between 6 and 7 minutes. Be sure to practice ahead of time. You will be stopped at 9 minutes if you speak too long. Choose an academic topic based on your field of study.

Primary goals:

- Teach / explain a concept that you think others do not know about.
- Present with minimal use of notes – more eye contact and interaction this time.
- Use visuals such as power point, the whiteboard, PDF Adobe or Haiku Deck (do not put too much text on a slide and do not read from your slides)
- If you use the whiteboard, be sure to talk while you write.

Content goals:

- Engage the audience and connect yourself with the topic
- Make a clear claim and support it with at least 3 types of evidence
- Clearly indicate (use signposting repetition etc...) how each piece of evidence supports your claim.
- Remind your audience what your main points are and thank them at the end.
- Be ready to answer questions and have a response for questions you do not understand.

Language goals:

- Use accurate grammar to communicate your purpose (as best as possible but don't be afraid to make mistakes: perfection is not the goal).
- Use tag or rhetorical questions to connect with your audience.
- Do your best to project your voice.
- Use English fillers when you need to think (uhm, well, like etc...).
- Ask people to repeat comments and questions: could you ask your question one more time?