

Presentation – Guidelines and Rubric Template

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

General Information:

You will present in groups of three

This presentation must be between 9 and 10 minutes. Be sure to practice ahead of time. You will be stopped at 12 minutes if you speak too long. Your topic is **how to give a good presentation in English**.

Primary goals:

- Introduce and explain what it takes to make a good presentation in English.
- No visuals necessary (use your voices to communicate your ideas)
- Demonstrate smooth transitions between speakers.
- The presentation must be organized so that each speaker takes more than one turn to speak.
 - Thus you **cannot** divide it into thirds where one person does the first 3rd and the second person does the next 3rd etc...

Content goals:

- Decide what are **the most important aspects** of giving a presentation in English.
 - Refer to previous material from class and look elsewhere for advice.
 - E.g. organization advice, making good visuals, pronunciation advice, overcoming stress and nervousness, signposting, repetition of key points, handling questions, preparing a script but not reading from it...
- Create a claim: e.g. *if you engage your audience, you will give a great presentation in English*.
- State the goals and organization of the presentation at the beginning.
- Define and describe **these aspects**. Give examples and advice.
- Remind your audience what your main points are (repetition) and thank them at the end.

Language goals:

- Use accurate grammar to communicate your purpose (as best as possible).
- Use sophisticated vocabulary to discuss the topic in an academic manner.
- Use context to help with difficult pronunciation issues such as 50 vs. 15.
- Use tag or rhetorical questions to connect with and engage your audience.
- Do your best to project your voice.
- Use English fillers when you need to think (uhm, well, like etc...).