

CLSK4001

The Oral Presentation

Remember!!

- If you have any medical issues that stop you from presenting in front of a group, you need to tell me immediately (i.e. before the end of this week).

MARKING CRITERIA

Oral Presentations: Level 4

Don't concentrate only on one aspect

- A perfect presentation with an incomplete argument will not achieve a good mark.
- A perfect argument with bad presentation also will not achieve a good mark.

Presentation marking criteria: Categories

1. Time management
2. Presentational aids
3. Audience engagement
4. Structure

How long is the presentation?

- The presentation is 5minutes long
- You must keep to the time.
- This means that it should be neither too long nor too short
- Too short is a recipe for failure.
- Too long will also affect your mark negatively.

A simple calculation

- 4'45''-5': Excellent. Right on time!
- 4'.30''-5'.30'': **within the specified time limit**
- 4'-6': **deviates slightly from the specified time limit.**
- 3'-7': **excessively deviates from the specified time limit.**
- **Under 3 min: is too short.**
- **At 7 minutes, I will STOP you from going on!**

What are presentational aids?

- Handout or PowerPoint.
- There can be other presentational aids, such as cut outs, demonstrations, etc.
- No aids = FAIL

Presentational Aids

- Poor use: Short or irrelevant material. Aids that are impossible to access (bad colours on the PowerPoint, too small fonts, maps without colour where there should be colour).

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NATURAL VEGETATION

Although the vegetation cover of the Middle East has changed since early Biblical times, its "have and have not" character has not. Arable river valleys and grasslands contrast with vast deserts. Forested areas, however, have been cut back. The color key below applies to all Middle East maps in the series.

	Deciduous & coniferous forest
	Mediterranean vegetation
	Grassland — steppe
	Mixed grassland & forest
	Sparse grassland & shrub
	Riverine vegetation & oases
	Salt marsh
	Snow & ice
	Barren salt flats
	Sandy or salt desert
	Stony desert — hamada
	Barren lava beds

POOR

The Ancient World The Time of the Patriarchs

Route of Abraham and the Patriarchs
(Early 2nd Millennium B.C.)

Areas of influence of major
powers about 1350 B.C.

0 50 100 150 200 250 Miles
0 50 100 200 300 400 Kms

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Presentational Aids

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- The map illustrates the Middle East around 1350 B.C., highlighting the influence of major powers. Key regions include Assyria, Elam, and the Taurus mountains. Major cities like Babylon, Akkad, and Sumer are marked. A large red 'POOR' watermark is overlaid on the map. The map also features a scale bar and a legend.
- Legend:
- Areas of influence of major powers about 1350 B.C.
- Scale:
- 0 50 100 150 200 250 Miles
 - 0 50 100 150 200 250 Kilometers
- Copyright: HAMMOND INCORPORATED, Mapwood, N.J.



Although the vegetation cover of the Middle East has changed since early Biblical times, its "have and have not" character has not. Unflooded valleys and grasslands contrast with vast deserts. Forested areas, however, have been cut back. The same rule below applies to all Middle East maps in the series.



Presentation Aids

- # Poor

Presentational Aids

- Some use: Hit and miss. The material is there but is not in the correct order. Not all is relevant. Not all aspects of the argument are covered. Aids that are difficult to access (small font – difficult to read, odd colours in the PowerPoint).

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Some

Presentational Aids

- Good and interactive: The audience can interact with the material (connected with audience engagement). Everything is covered. No irrelevant or missing material. Aids are easy to see and understand.
- Excellent and interactive: The audience can interact with the material (connected with audience engagement). Everything is covered. No irrelevant or missing material. Aids are easy to see and understand. User-Friendliness is excellent (connected with structure).

What is audience engagement?

- The engagement of the speaker with the audience.
- The audience should be concentrated on you and your argument. So your presentation needs to hold their attention.
- EYES on the audience. Modulation of VOICE. BODY language (you are inviting the audience to share, not excluding them).

The monotone!

- Do not present in a monotone.
- Your audience will fall asleep.
- Modulate your voice according to what you are saying.
- Practice modulating your voice, so that it is done automatically.

Eye contact

- You need to be able to look at your audience.
- Practice on moving from script/notes to audience and back (without losing your place!)
- Eye-contact is a big part of good presenting!
- Eye-contact keeps your audience connected to you!

Not on the PowerPoint

- Do not look at your PowerPoint the whole time.
- The PowerPoint is there for your audience, not for you!
- The only reason for you to check the PowerPoint is to check if the slide has changed.

Stand or sit?

- Better to stand than to sit but you can sit if you prefer.
- If you are sitting, make sure that you are presenting yourself to the audience clearly. I.e. do not hunch over your papers trying to hide.

Moving...

- If you stand, then do not move around or move in place.
- It is distracting.
- Stand on your own two feet and present clearly.

Preparation and timing

- You need to have mock presented your presentation several times
 - To time it. One iteration does not provide you with correct timing of the content
 - To know it as well as possible. you should not learn it by heart but you should not be surprised by it

TIPS AND TRICKS

If you cannot look at others...

- If looking at others while you are presenting makes you nervous then:
 - Look at a point immediately over their heads (not too high or it will be noticed).
 - It is the eyes that usually make you nervous, so looking at people's heads makes them feel you are looking at them but you are not really

If you get confused

- Stop.
- apologise if the confusion is big.
- Start again from the beginning of the sentence or paragraph.