

# Public Presentations

## LESSON GOAL

Demonstrate good public speaking skills through a self-designed multimedia presentation.

## ESSENTIAL QUESTION

How can I use effective communication to present my experiences publicly?

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

### MY PORTFOLIO

- Consider submitting your work in this lesson to My Workspace for inclusion in My Portfolio.

### MY WORKSPACE

- Complete your assignments in My Workspace.

### LESSONS

- Review the lesson
- Complete assignments.
- Submit assignments

### ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

### GRADEBOOK

- Check Gradebook for your lesson evaluation.

### SCHEDULE

- Check schedule for assignments and due dates.

### COMMUNICATE

- with your teacher or other students if desired
  - Blogger
  - Chat Room
  - Drop box
  - Mailtool

This lesson will require 3 class periods and outside work to introduce how to give public presentations, develop the presentation, and present the presentation.

## LESSON OVERVIEW

What is your comfort level when speaking to groups of people? What might you do to become more comfortable when speaking to others? Although some people enjoy public speaking, most people need practice presenting to be comfortable in front of groups. This lesson will provide you with some tips for good presentations and ask you to develop a presentation to present to the class. You will practice your presentation in small groups, as well as watch your peers present, before delivering it to the class. In addition, you will provide and receive feedback before the presentations to the class.

## STUDENT EXPECTATIONS

1. Prepare a presentation according to the guidelines.
2. Give and use feedback from small group informal presentations.
3. Construct a multimedia presentation with information gathered.
4. Deliver the presentation to the class.
5. Complete a reflection about the lesson.

There are three assignments in this lesson.

1. Create an outline for a multimedia presentation on your experience in experiential learning this year.
2. Develop and present your presentation.
3. Write a reflection on effective multimedia presentations.

## Here are the ways you can succeed in this lesson.

1. Engage in classroom brainstorming fully by offering thoughtful responses.
2. Develop a thorough outline in a logical order that demonstrates insights into the experiential learning curriculum.
3. Provide constructive and thoughtful feedback that can help to improve the presentation.
4. Completely engage in *Presentation Basics* Presentation, take notes, and ask insightful questions.
5. Follow the guidelines and tips for effective presentations.
  - Be prepared.
  - Show a full understanding of the topic.
  - Speak clearly and distinctly all (95-100%) of the time and mispronounce no words.
  - Keep presentation to 5-6 minutes in length.
  - Stay on topic all (100%) of the time.

## Public Presentations

- Stand up straight and look relaxed and confident. Establish eye contact with everyone in the room.
  - Volume is loud enough to be heard by all audience members throughout the presentation.
  - Accurately answer questions posed by classmates about the topic.
  - Wear appropriate clothes.
6. Write a thoughtful reflection that addresses all questions and demonstrates understanding of how to create and deliver an effective multimedia presentation.



### ASSIGNMENT 1

In class you brainstormed ideas for information to include in your multimedia presentation. These may include the following.

- Apprehensions about experiential learning
- Initial impressions of experiential learning
- Overview of the different lessons and activities completed
- What I learned from experiential learning
- How experiential learning compares to other types of learning
- What I want to do next year

Now follow these steps to create an outline for your presentation.

1. Plan your presentation. Create an outline that shows what information you will include and in what order you will present the information. Prepare an informal presentation to explain your plan to your group.
2. Deliver your informal presentation. The focus of the informal presentation is to summarize your experiences and effectively convey that information to peers.
3. Review the peer feedback you receive and make any revisions you feel are important.
4. Use the *Sakai* Assignments Tool to submit the presentation outline and *Peer Feedback* forms for evaluation.



### ASSIGNMENT 2

In class you brainstormed ideas to include in your multimedia presentation and then you wrote and presented a plan for your presentation. Now create your multimedia presentation. Consider the following tips as you create and practice.

1. Be prepared.
2. Show a full understanding of the topic.
3. Speak clearly and distinctly all (95-100%) of the time and mispronounce no words.
4. Keep presentation to 5-6 minutes in length.
5. Stay on topic all (100%) of the time.

## Public Presentations

6. Stand up straight and look relaxed and confident. Establish eye contact with everyone in the room.
7. Volume is loud enough to be heard by all audience members throughout the presentation.
8. Accurately answer questions posed by classmates about the topic.
9. Wear appropriate clothes.
10. Address the tips from the *Public Speaking: The Basics* presentation with regards to the following.
  - Interesting introduction
  - Amount of text on screen
  - Contrast
  - Animation
  - Visuals
  - Organization
  - Repetition

Schedule a time to give your presentation to the class. Then use *Sakai* Assignments Tool to submit your presentation for evaluation.



### ASSIGNMENT 3

In class you brainstormed ideas for a multimedia presentation on your experiential learning curriculum, wrote and presented an outline for your presentation, and then constructed and presented your presentation.

Think of these experiences as you reflect in writing on the following questions. Use the *Sakai* Assignments Tool to submit your reflections for evaluation.

- During which part did you have the greatest success?
- During which part did you have the most challenges?
- Public speaking is a fear of many Americans. Would you say that this is a fear of yours?
- What new skill have you learned from this lesson that you think will help you during your next presentation?

Public Presentations

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
1	<input checked="" type="checkbox"/> <b>ASSIGNMENT 1</b> <b>Presentation Outline</b> Create a presentation outline of a review of the experiential curriculum experience.	Developed a thorough outline in a logical order that demonstrated insights into the experiential learning curriculum.	Completed a logical outline for a multimedia presentation.	Worked on an outline for the multimedia presentation.	Made a minimal effort to work on a presentation outline.	
5	<input checked="" type="checkbox"/> <b>ASSIGNMENT 2</b> <b>Presentation Preparedness</b>	Was completely prepared and had obviously rehearsed.	Seemed prepared but might have needed a couple more rehearsals.	Was somewhat prepared, but was clear that rehearsal was lacking.	Did not seem at all prepared to present.	
2	<input checked="" type="checkbox"/> <b>ASSIGNMENT 3</b> <b>Reflection</b> Write a reflection about the public speaking presentation.	Wrote a thoughtful reflection that addressed all questions and demonstrated understanding of how to create and deliver an effective multimedia presentation.	Completed a reflection that demonstrated some understanding of how to create a multimedia presentation.	Made an effort to complete a reflection that demonstrated some understanding of how to create a multimedia presentation.	Made minimal effort to complete the reflection.	