

# Public Presentation

## LESSON GOAL

Develop strategies for a well organized, practiced, planned, and prepared public presentation.

## ESSENTIAL QUESTION

How can I use effective communication to prepare a presentation of my experiences?

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

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

### MY PORTFOLIO

- Submit work to My Portfolio.

### MY WORKSPACE

- Prepare your assignments in My Workspace.

### LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

### 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

3 class periods

## LESSON OVERVIEW

How do you feel about presenting yourself and your work in front of an audience? This lesson is designed to help you improve any aspect of your public presentation ability. You will use this lesson to help you create and present your final project to a large audience.

## STUDENT EXPECTATIONS

1. Participate in a discussion about public speaking.
2. View and discuss one or more famous speeches and presentation strategies and tips.
3. Develop a presentation based on guidelines.
4. Practice your presentation in a lower risk setting to ensure proper time management, material use, transitions, voice quality, content, and closure.
5. Give feedback to another student on his or her presentation.
6. Revise presentation to include feedback from peers, self, and advisor.
7. Perform your presentation in front of a larger and higher risk audience.
8. Reflect on the presentation process, execution, and connection with the material and audience.

There are three assignments in this lesson that ask you to utilize, incorporate, and reflect on many aspects of public presentations.

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

1. Engage in discussion and introduction information fully by offering thoughtful responses.
2. Thoughtfully and thoroughly draft an effective presentation that addresses the planning and presentation guidelines.
3. Present to a small group with regard to proper time management, material use, transitions, voice quality, content, and closure.
4. Give detailed, complete and helpful feedback on other presentations.
5. Make revisions to your presentation in order to improve presentation and to include feedback.
6. Make sure your presentation showcases preparedness, researched and developed content, clear speaking, time management, eye contact, proper volume, and engagement of the audience.
7. Thoughtfully reflect on the public presentation process and learning.

# Public Presentation



## ASSIGNMENT 1

In class you should have watched a speech that exemplified high quality, well planned public presentation. You also discussed the *Elements of a Good Speech Rubric* to help guide you with your own public presentation. Then you were given the *Research Topic List* so that you could pick out the subject of your presentation. You should have then watched the *Public Speaking Basics* and *Multimedia Presentation Basics* presentation and *Presentation*. In addition, you were given the *Public Presentation Planning Guide* so that you could plan for your first presentation to the group.

Now it's time to draft your presentation. Follow these steps.

1. Use the *Research Topic List* to select a topic. If a topic you want to present is not on the list, get approval from your teacher to proceed with it.
2. Work on addressing the issues in the *Public Presentation Planning Guide*.
3. Follow the advice in the *Public Speaking Basics* presentation to draft your speech.
  - a. First figure out your thesis (what you want to say).
  - b. Then organize your presentation with an introduction (or hook), body, and conclusion.
  - c. Know your topic. If there is any information you are missing, conduct research to find it.
4. If you are doing a multimedia presentation, determine what images you will need to illustrate your points.
5. Gather all materials and read through your presentation. Add, change, rearrange, or eliminate parts of your presentation to make it more effective.
6. Use the *Sakai* Assignments Tool to submit your completed *Public Presentation Planning Guide* for evaluation.

# Public Presentation



## ASSIGNMENT 2

In class you had an introduction to developing effective presentations. You drafted a presentation and presented it in a small group. You also received and gave feedback on other presentations. Now work with a partner and use the following documents to make revisions to your presentation.

- a. Completed *Peer Feedback Forms*
- b. *Public Presentation Planning Guide*
- c. *Elements of a Good Speech Rubric*

As necessary meet with the students who critiqued your presentation to discuss their *Peer Feedback Forms*.

Use the *Sakai* Assignments Tool to submit your revised presentation for evaluation.



## ASSIGNMENT 3

In class you covered guidelines for effective presentations, you drafted a presentation, presented it, and revised it based on feedback. Reflect on your experience during this lesson and answer these questions.

- During what part did you have the greatest success?
- 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?
- Looking over the rubrics, what section did you perform best in? Most poorly?
- Do you agree with the scores?
- How would you score yourself?

Use the *Sakai* Assignments Tool to submit your reflection for evaluation.

# Public Presentation

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
2	<input checked="" type="checkbox"/> <b>ASSIGNMENT 1</b> <b>Presentation Planning</b> Complete a presentation plan and draft a presentation.	Thoughtfully and thoroughly drafted an effective presentation that addressed the presentation guidelines.	Drafted a presentation that addressed most of the planning and presentation guidelines.	Drafted a presentation that met some of the planning and presentation guidelines.	Made a minimal effort to draft a presentation.	
1	<input checked="" type="checkbox"/> <b>ASSIGNMENT 2</b> <b>Revision</b> Revise presentation based on feedback and a review of guidelines.	Made revisions in order to improve presentation and to include feedback.	Made some revisions in order to improve presentation and to include feedback.	Made minimal revisions in order to improve presentation and to include feedback.	Made no revisions in order to improve presentation and to include feedback.	
1	<input checked="" type="checkbox"/> <b>ASSIGNMENT 3</b> <b>Reflection</b> Reflect on the presentation process, execution, and connection with the material and audience.	Thoughtfully reflected on the public presentation process and learning.	Completed the reflection of the public presentation process and learning.	Made an attempt to complete the reflection of the public presentation process and learning.	Did not complete the reflection of the public presentation process and learning.	