

Oral Presentation

You are expected to prepare an oral presentation of about **15 minutes**. Choose a topic relating to what you learned at the Penn State conference and what you observed during your visitation. To be effective, a **presentation should focus on one or two main points**, illustrated through the use of examples. Begin with an attention-getting introduction, followed by an organized body of the presentation, and finishing with a conclusion.

Visual Aids: You should create at least **2 visual aids**, such as a power point presentation, a video, overhead transparencies, posters, pictures, charts, or hand-outs. Your visuals should have a professional appearance (Magic marker on poster board is unacceptable!) You may use examples of literature or product samples provided by the company you visited in addition to the 2 visual aids you create.

Note cards: Use note cards as a reference, but do not read your presentation.

Maintaining audience interest: Consider getting the class involved in your presentation through question/answer, role-playing, a mini-quiz or a review game.

Dress: Career dress is expected for your presentation.

Boys: dress shirt and tie, pants (not jeans), shoes (not sneakers)

Girls: skirt and blouse or dress or dressy pants outfit.

Grading: There is a **rubric** included in your packet that will be used by your mentor teacher to evaluate your presentation. Be sure to review it carefully! The **presentation counts 50% of your grade for this project**. See the next page for suggestions for good presentations.

Due date: Your mentor teacher will give you the due date for your presentation. You will have at least two weeks from the time of your visitation.

Example of a good oral presentation

Topic: Technology in the Workplace

Intro: "The computer used to send Neil Armstrong to the moon was less sophisticated than the ones used in an iPod."

Body: 1. Types of technology used in the work place today are.....
(examples from Penn State Conference and from the Visitation)
2. Technology skills that employers look for in new employees include...
(examples.....)
3. Employers offer the following training to keep their employees up to date: _____
(examples...)
4. Employees with advanced technological skills get better pay, more promotions.
(examples....)"

Visual Aids: charts, overheads, graphs, etc, created by the student

Conclusion: " Based on my observations, I recommend that high school students take courses in _____ and _____ to prepare for well-paying jobs."

Comments:

Intro: Interesting fact, focuses the audience on the topic.

Body: Several related points on the topic of technology, illustrated by examples from the student's Junior Initiative experiences.

Visuals: Visuals are created by the student.

Conclusion: Conclusion contains meaningful message for the audience.

Example of a Poor Oral Presentation

Topic: My Visitation

Intro: "For my Junior Initiative project, I visited Mr. X at ABC Company."

Body: "First I saw _____, then I saw _____, and finally I saw _____."

Visual Aids: "Here are some pamphlets from the ABC Company."

Conclusion: "I think I would like / would not like to have a job like Mr. X because..."

Comments:

Intro: Does not engage the interest of the audience.

Body: Description of the visitation shows no thought about what was observed. It does not relate this company to other businesses (Penn State Conference) or to the student's personal experiences.

Visual Aids: The student did not create the visuals.

Conclusion: The conclusion demonstrates no understanding of the business world. It is merely a statement of personal career goals.

Suggestions for topics for good Oral Presentations:

- Working for a large corporation vs. working for a small company: advantages, disadvantages
- Entrepreneurship: what it takes to start your own business
- How to get a raise: the factors that influence raises and promotions
- Global business: challenges and rewards of working for a multi-national company.
- The business side of being a doctor / a musician / an actor, etc.
- How the internet is changing retail sales / the travel industry/ stock brokers/ real estate sales, etc.
- How important is high morale in the workplace?
- The "Work Ethic": What is it? How important is it?
- 5 issues that are common to all businesses (such as payroll, advertising, etc.)
- Which is more important, job satisfaction or high pay?
- Is a college education really worth the time and money?

Oral Presentation: Organization Guide

To the student: This page will help you organize your work. **Hand it to your mentor at least two days before your oral presentation in class. It will count 10 points.**

Name: _____ Date of Presentation: _____

1. What is the theme of your presentation?

2. What sources did you use? (Include the conferences at Penn State, the Visitation and Interview, and your own personal experiences.)

3. How will you get the audience's attention?

4. What will be the main points of your presentation? (at least 3)

a. _____

b. _____

c. _____

5. Which visual aids will you use? (These must be made by you!)

1. _____

2. _____

5. How and when will you use these aids? (Be sure to consult your mentor in advance if you need special equipment!)

7. How will you keep the audience interested and involved in the topic?

8. How will you end your presentation?

9. What will you wear for your presentation?

10. How long will you need for the presentation? _____ min.

Rubric for Oral Presentation

Name _____ Theme: _____

- 5 Professional: impressive, professional-quality work!
- 4 Very good: item is completed with high quality
- 3 Good: item is done appropriately
- 2 Acceptable: item is done at a minimal level
- 1 Poorly done: item has flaws or omissions
- 0 Not done

Score

Starts with an attention-arousing introduction..... _____

Makes eye-contact with audience,
Uses appropriate voice and body language _____

Has a clear theme _____

Uses examples from several sources (Conference, Visitation)..... _____

Demonstrates understanding of the topic _____

Uses a creative approach to the topic _____

Has created high-quality visuals _____

Uses visuals effectively _____

Engages interest of the audience _____

Dresses appropriately, career dress _____

Subtotal

Subtract 5 points for each minute under 10 minutes..... -- _____

Organization guide, completed, handed in 2 days in advance:
add 10 points _____

Add 40 points

Final grade: _____

Divide the final grade by 2: _____ Enter this number on the checklist!