

# Oral Presentation

In an oral presentation, a speaker gives a clear and concise report to the audience, often using the presentation graphics program Microsoft PowerPoint. The presentation can be an oral summary of the writing assignment suggested in each chapter. It can also be a summary of an article chosen from online news sources. (See Appendix B, How to Do Internet Research.)

## Report Handout

Make a two-page handout for your classmates that includes an outline of the report's information, ten key words and definitions, and a short quiz with five questions. (See example of a report handout on pages 81–82.) After your presentation, answer questions from the class, and then give students the quiz.

### *Outline Format for a Presentation on a News Article*

- I. Introduction (author, title, source, and date of article, and main idea)
- II. Summary (major points)
- III. Evaluation (value of information)
- IV. Conclusion (restatement of main idea of article)

## *Oral Presentation Evaluation*

Excellent +      Satisfactory ✓      Unsatisfactory –

Evaluate the presentation as excellent, satisfactory, or unsatisfactory, according to the following criteria.

- **Organization**

- Captured the attention of the audience in the introduction
- Stated purpose and main idea at the beginning
- Developed major points logically and coherently
- Restated main idea in the closing
- Included transitions

- **Content**

- Fulfilled requirements of assignment
- Explained major points
- Summarized content clearly and concisely
- Exhibited understanding of the topic
- Included originality and creativity

- **Delivery**

- Spoke loudly, clearly, and fluently
- Made eye contact with all members of the audience
- Used nonverbal gestures
- Included effective visual aids
- Answered questions from the audience

- **PowerPoint Support**

- Limited the information on each slide to six points
- Designed slides for consistency and readability
- Used correct grammar and spelling
- Used parallel structures
- Explained the information on the slides

**Overall Evaluation** \_\_\_\_\_

**Comments**

# Example of a Report Handout

## *Regional Conflict (Chapter 2)*

### *“Firm Rejection of Terrorism’ at US-Arab Summit in Egypt”*

- I. Introduction
  - A. “Firm Rejection of Terrorism’ at US-Arab Summit in Egypt” by Philip Smucker (*Christian Science Monitor* 4 June 2003)
  - B. Arab leaders accept President Bush’s road map for peace and reject violence.
  
- II. Summary
  - A. President Bush met with leaders from Egypt, Jordan, Saudi Arabia, and Bahrain at Sharm El-Sheikh on June 3, 2003, to discuss the road map for peace.
  - B. The leaders of these countries supported an end to violence against Israel and Bush’s two-state solution to the Israeli-Palestinian conflict.
  - C. Doubts about the implementation of the plan remain.
  - D. Bush also met with Palestinian Prime Minister Mahmoud Abbas and Foreign Minister Nabil Sha-ath.
  
- III. Evaluation
  - A. The article was informative and objective in tone.
  - B. It explained the complex situation in the Middle East in a concise and clear style.
  - C. It gave a realistic assessment of the current situation.
  
- IV. Conclusion
  - A. The Arab leaders are committed to Bush’s road map as long as Israel withdraws from the lands it seized in the 1967 War and removes its military forces and its settlements from the West Bank.
  - B. They declared their firm rejection of terrorism and violence.

# Example of a Report Handout

## *Regional Conflict (Chapter 2)*

### *“‘Firm Rejection of Terrorism’ at US-Arab Summit in Egypt”*

*Philip Smucker (The Christian Science Monitor June 4, 2003)*

#### *Vocabulary*

<b>extremism</b>	radicalism, fanaticism
<b>comply</b>	to obey, fulfill the terms, act in agreement with
<b>perpetrated</b>	committed, carried out
<b>fait accompli</b>	accomplished fact, completed action
<b>crack down</b>	to take disciplinary action, to make a strong effort
<b>impromptu</b>	done without preparation, unplanned
<b>eviscerated</b>	deprived of power, destroyed
<b>abide</b>	to conform to, to accept without objection
<b>implementation</b>	execution, realization, achievement
<b>left hanging</b>	not completed, not finalized

#### *Quiz*

1. What would result from the U.S.-backed road map for peace in the Middle East?
2. On what condition would leaders of Egypt, Jordan, Saudi Arabia, and Bahrain support an end to violence against Israelis?
3. Who represented the Palestinians at the meeting with Bush in Sharm-El-Sheikh?
4. Why did Yassir Arafat not attend this meeting?
5. According to Egyptian Foreign Minister Ahmed Maher, what is required from the United States?