

Oral Presentations

Plan professional attire for your presentation and carefully consider the following guidelines.

Audience: Assume that the member on your audience is interested in ethics.

Summary Sheet: Prepare your presentation with a peer who will ask questions, offer suggestions, give feedback, and time you during your presentation.

Evaluation Form: Prepare an evaluation form for each class member, who will return the form to you.

(Task) Presentation Guidelines:

Product/Content:

- “Catch” the interest of the class with an engaging beginning
- Select 1, 2 or 3 key ideas to present. Then explain, give examples, or tell an anecdote to illustrate those ideas or concepts. (You could even use a metaphor).
- Summarize effectively for the last 30 seconds to 1 minute.

Process:

- Project professional image
- Speak clearly
- No less than 7 no more than 10 minutes

Expectations from the Audience:

- Listen attentively so you can respond, critique, or ask questions-even though you are presenting in the same time frame.