

FOR 100
Oral Team Presentation Instructions

This document contains instructions for your team's oral presentation, as well as for several preparatory and related assignments. An easy-reference timetable for these assignments and their due dates is on page 4. **If you have any questions after reading these instructions, please ask for additional explanation – there is no need for you to be surprised about what is expected.**

The topic and date of your team's presentation will be determined in our 3rd class session, by a random drawing in class. The four possible topics, one of which will be addressed by your team, are:

1. Elk Restoration in Eastern Kentucky
2. Healthy Forests Restoration Act of 2003
3. Forest Certification
4. Revised Land and Resource Management Plan of the Daniel Boone National Forest (2004)

It will be each team's choice whether to prepare and deliver an *informative* presentation or a *persuasive* presentation. Your team must communicate this choice clearly (a) in your team speech outline (see below), and (b) to your audience in the opening segment of your team's presentation.

As you should in all oral presentations, you must structure your team's overall presentation, as well as the presentation of each individual team member, to include the following three components:

1. Thorough opening/introduction. It is insufficient to open a presentation by merely listing the topics you will cover. You must at the outset state your **PURPOSE** in addressing those topics, in terms of the **IMPACT** that you seek to have on your **AUDIENCE**. You must be **EXPLICIT** in telling your **AUDIENCE** members what you want them to **learn, think, or do as a result of your presentation**. You must also make it clear to audience members why your topic is relevant to them. Be sure to answer their questions: "Why should I care? Why should I listen?" If your speech is persuasive, tell us in your opening what conclusion or action you will be trying to convince us to consider. (In other words, it is essential to provide a detailed "road map" of your presentation – this will help your audience understand and remember the substance of your talk.) **A strong opening is essential not only for individual presentations, but also for your overall team presentation.** Thus, your team's first speaker must: (a) open his/her individual portion of the presentation effectively, and (b) provide a strong opening on behalf of the overall team's presentation.
2. Information and punchline(s). If your topic is at all controversial or your speech is intended to be persuasive, you should preemptively address potential opposition to your conclusion(s). It is insufficient only to present rationale supporting your (or your team's) point of view. Failure to consider the opinions of your potential opposition will lead to a weak presentation and may leave you unprepared for the questions and discussion that will follow your presentation.
3. Thorough recap/wrap-up/conclusion. You must not only recap the topics you have covered, but you must also hit your audience squarely between the eyes with your **TAKE-HOME MESSAGE**. An adequate wrap-up must include discussion of how the information presented is related to your **ORIGINALLY STATED PURPOSE** (obviously, this will be possible only if you actually do state your purpose in your opening!). And this discussion must remind **AUDIENCE** members of your **INTENDED IMPACT** on them, *i.e.* be **EXPLICIT** about what you hope they will **learn, think, or do as a result of your presentation**. As for the opening of a presentation, the need for a thorough recap/wrap-up/conclusion applies not only to each individual speaker,

but also to your overall team presentation (thus, your team's final speaker has double duty with regard to closing the team's presentation and her/his own individual portion of the presentation). The essence of items 1-3, above, is often phrased, **"First, tell your audience what you are going to say; . . . then say it; . . . and finally, tell them what you have said!"**

Below are additional specific instructions and assignments regarding your presentation:

1. **Introductions:** Each member of your team must speak during your team's presentation. Following each person's individual presentation, s/he must introduce the next speaker (not merely a brief, "Here's Travis," or, "Here's Sally," but a substantive introduction including things that your classmates might find interesting about the speaker, such as hometown, academic major, special interests and hobbies, future plans, *etc.*). Your team's first speaker is to be introduced by the person who will conclude the team's presentation.
2. **Grading:** You will receive a grade for your individual portion of your team's presentation ("individual" grades may differ within a team). You will also receive a grade for your overall team presentation (all team members will receive the same team grade, except that a team member who is absent or late on the day of the presentation will receive a zero). Individual and team grades will be based on message content *and* delivery. Individual and team grades will be influenced by the quality (including spelling and grammar) of your audiovisual (PowerPoint) materials (10% of your individual presentation grade and 10% of your team presentation grade). Team grades will also be influenced by the quality (including spelling and grammar) and timely submission of thoughtful pre-presentation team outlines (10% of your team presentation grade).
3. **PowerPoint Required:** Each member of your team must use PowerPoint for his/her presentation. On the day of your presentation you must submit one hard copy of your audiovisual materials, as well as a CD containing a single PowerPoint file that includes all the slides for the entire team's presentation (multiple files are permissible only if the team's presentation is too large to fit on one CD). Be sure to label visibly your CD with your team name, presentation topic, FOR 100 section number, and date. You may use audiovisual materials additional to your PowerPoint slides, but you are not required to do so.
4. **A few pointers regarding audiovisual materials:** ***You are responsible*** to be familiar with the classroom's computer hardware/software and any other audiovisual equipment that you wish to use. If you need special equipment or if you need assistance with preparation of audiovisuals, please ask for help at least two weeks before your presentation. ***It is your responsibility*** to ensure that your audio-visual materials are easily readable (and audible, if applicable) to your audience. Also, there is no *a priori* guarantee that your electronic media will be compatible with the classroom's computer. You should ***screen test your materials in our classroom with our computer and projection equipment, well in advance of your presentation.*** Please note: every semester some students arrive on the day of their presentation with flash drives that won't work, incompatible versions of PowerPoint, video clips that won't open, *etc.* Don't let this happen to you! All these problems can be avoided by making an appointment to screen test your presentation in our classroom. In case of technical difficulties with computer software or hardware, you should have a backup plan. For example, you could prepare and bring to class on the day of your presentation a hard copy of your PowerPoint slides for each member of the class (or overhead transparencies of your PowerPoint slides). If you have a suitable backup plan, your grade will not suffer if you encounter audiovisual technical difficulties beyond your control.
5. **Avoid plagiarism in your presentations!** You ***must*** adequately acknowledge the creator(s) of borrowed data, images, and ideas. For example, if you lift an image or statistic from the web to jazz up a slide or handout, you ***must indicate its source in a sufficiently complete*** way that an audience member or reader could actually find the item if s/he wishes. Failure to do so is

plagiarism. An efficient and complete way to disclose a source in PowerPoint presentations is to:

- (a) place a brief citation (*e.g.*, author(s) & date) on each slide where the relevant information appears, **and**
 - (b) list the **complete** reference information in a bibliography slide at the conclusion of your presentation.
6. **Time Limits:** Your team's overall presentation must last 30-45 minutes. The length of each individual speaker's presentation must be between 4 and 10 minutes. Your individual and/or team grade will be penalized if your individual and/or team presentation deviates (either long or short) by more than 25% from the above time limits. The grade penalty (as a percent) will be 20% of the percentage deviation (after subtracting the 25% grade period). For example, if your individual speech lasts 1 minute, it would be 75% shorter than the 4-minute minimum, resulting in a grade penalty of 10% (because $(75\% - 25\%)/5 = 10\%$). Note that you should not be concerned about the unpredictable length of the question and discussion session following your team's presentation – it will not count as part of the time of your individual or team presentation. Be sure to work closely with your teammates to plan your individual speech so that your and your team's overall presentation times are within the designated limits. Be sure to allow adequate time for a thorough opening/introduction and a thorough recap/wrap-up/conclusion for the group's overall topic, as well for each speaker's individual topic. Also, allow time to introduce each new speaker and for the physical mechanics of transitions between speakers. As a team, do not under any circumstances exceed 55 minutes. ***If your team's presentation exceeds 55 minutes, your team will likely be asked to stop before you have finished your presentation.***
7. **Team Outline Required 3 Weeks before Presentation (must be printed by computer or typed):**
- a. **Your team must submit one titled outline, at least 3 weeks before your presentation.** The team outline must indicate the topic of each individual team member, as well as how the individual portions of the team's presentation will be ordered and linked with each other. **You must use the team outline format on page 5 of this document. DO NOT** create your team outline by stapling together individual outlines of the team members.
 - b. **OPTIONAL:** You may submit for review an outline of your individual portion of the presentation. If you choose to submit an individual outline, you must use the format indicated on page 6 of this document, and you must submit it with your team's outline (no exceptions). Your individual outline should reveal the major points you propose to make about each topic you will address (*i.e.* if you wish to receive useful feedback, your outline must include **substantive** content). Your individual outline must also include a **thorough** opening/introduction component, a **strong** recap/wrap-up/conclusion component, **complete** citations of all your reference sources (as well as indications of where in the presentation you will use them), and your introduction of the speaker who will follow you. If you submit an individual outline in the appropriate format, together with your team's outline, on or before the due date, you will receive a review of your individual outline with adequate time to consider the review comments/suggestions to revise your presentation. Individual outlines that do not follow the format instructions or that are submitted late will not be reviewed. If you submit an individual outline for review, your presentation grade will be influenced by how you respond to the review of your outline. Note that you would not necessarily be obligated to agree with the review's suggestions, but it must be evident in your presentation that you thoughtfully considered and used them to improve your presentation.

Your presentation will be evaluated, using forms like those posted on the FOR 100 web pages. Please note: if I appear to be writing furiously while you are speaking, it does not mean there is a problem! More likely, it means that you are doing well. Copious notes, including those about presentation strengths, help me to provide you with thorough and accurate feedback.

HINT: It is perfectly acceptable to use written notes while speaking, but *do not put your notes on sheets of paper* – note cards are much less distracting to an audience.

Timetable for Assignments Associated with Your Oral Team Presentation

3rd Class Session: Your team will be assigned to a presentation topic and date.

3 Weeks before Presentation: Titled “team” outline is due. Carefully reread and follow all instructions – team outline format is on page 5. Outline must be printed by computer or typed. (If you submit an *individual* outline, *which is optional*, it must be submitted with your team’s outline. Carefully reread and follow all instructions – individual outline format is on page 6. Outline must be printed by computer or typed.)

Day of Presentation: Team’s PowerPoint presentation is due: Submit team’s PowerPoint as *a single file on a CD*. *Also* submit one hard copy.

1st Class Session following Presentation: Submit in hard copy your evaluation of your teammates’ contributions to your FOR 100 team’s activities over the course of the semester (use the form on the FOR 100 web pages).

Format for Outline of Team Presentation

Submit your team's outline at least 3 weeks before your team's presentation date. Please remember that the total time limit for your team is 30-45 minutes. **Your team's outline must be printed by computer (or typed) on a single page.** (If one or more of the members of your team wish to submit an individual outline for review, such individual outlines must be attached to your team's outline.)

At top of page (centered):

On line 1: FOR 100-00X (where "X" is your FOR 100 section number)

On line 2: Title and date of team's presentation

On line 3: Team's name

On line 4: Names of all team members (you may use two lines for this listing, if necessary)

On next line: State whether the team's presentation will be informative or persuasive.

Use the following format for the outline itself (do NOT show detailed content of individual speeches):

- I. Introduction of Speaker #1 (list Speaker #1's name) by Speaker #5 (list Speaker #5's name)
- II. Team Opening/Introduction: Name of Speaker #1
- III. Title of Team's 1st Topic: Name of Speaker #2
- IV. Title of Team's 2nd Topic: Name of Speaker #3
- V. Title of Team's 3rd Topic: Name of Speaker #4
- VI. Recap/Wrap-up/Conclusion(s): Name of Speaker #5

The following points are reminders for your team's 1st and final speakers, as well as for your team as a whole.

- Remember that your **team's Speaker #1 must:**
 - Prepare and deliver a well-structured **individual** presentation (strong individual opening and closing, strong individual recap/wrap-up, *etc.*, as described in the instructions and on page 6)
 - Provide a strong opening on behalf of the team as a whole
 - ✓ State the title of your team's presentation
 - ✓ Indicate whether the **team's** presentation is informative or persuasive.
 - ✓ Convey the **purpose** of your **team's** presentation in terms that explicitly indicate the **team's intended impact on the audience**. Your team's Speaker #1 must tell the **audience** members exactly what it is that your **team** will be trying to **teach them or convince them to think or do**. (*E.g.*, "I hope that as a result of our presentation you will . . .").
 - ✓ Explain explicitly to the audience members **why your team's topic is relevant and important to them** (answer the audience members' questions: "Why should I care about this topic? Why should I listen?")
 - ✓ Preview the topics and information to be addressed by the **team**
- Remember that your **team's final speaker must:**
 - Prepare and deliver a well-structured **individual** presentation (strong individual opening and closing of presentation, strong individual recap/wrap-up, *etc.*, as described in the instructions and on page 6)
 - Recap/review the topics and information presented by the **team**
 - Remind **audience** members of your **team** presentation's **purpose**, in terms of what you want them to **learn, think, or do as a result of the team's presentation** (include something like, "I hope that as a result of our presentation you . . .")
 - Remind audience members **why your team's topic is relevant and important to them**

Format for Outline of Individual Presentation

Submission of an individual outline is optional. But if you do submit an individual outline, it must follow the format indicated here, and it must be attached to your team's outline and submitted at least 3 weeks prior to your presentation. **Your individual outline must be printed by computer or typed, and a page number must appear on each page.**

At top of first page (centered):

On line 1: FOR 100-00X (where "X" is your FOR 100 section number)

On line 2: Title and date of speaker's individual presentation

On line 3: Speaker's name

On line 4: Name of speaker's team

Use the following format for the outline itself (you must include substantive information content):

- I. Opening
 - A. Title of presentation
 - B. Purpose of presentation (why are you addressing the topics of I.C.?)
 - a. Indicate whether your ***individual*** presentation is informative or persuasive
 - b. State explicitly your ***individual*** presentation's ***intended impact on the audience*** ("I hope that as a result of my presentation you will . . ."). If your ***individual*** intention is to be persuasive, tell the audience members what it is that you will be trying to convince them to think or do. Answer the following audience questions: "What will I learn from this presentation? How is this relevant to me? Why should I listen?"
 - C. List and preview the topics to be addressed in your ***individual*** presentation
- II. Topical Information Content
 - A. Point A
 - a. Subpoint a
 - i. Sub-subpoint i
 - ii. Sub-subpoint ii
 - b. Subpoint b
 - c. *Etc.* (use as many subpoints, sub-subpoints, *etc.*, as you need)
 - B. Point B
 - C. Point C
 - D. *Etc.* (use as many main points as you need)
- III. Recap/Wrap-up/Conclusion(s)
 - A. Remind audience of ***purpose*** of your ***individual*** presentation (remember I.B.a. and I.B.b.?)
 - B. Recap/review of topics/information presented
 - C. "I hope that as a result of my presentation you . . ."
- IV. Introduction of a Team Member: You will introduce the speaker who will follow you, unless you will be your team's final speaker who delivers the team's recap/wrap-up/closing. In that case, you will introduce the team's first speaker who will open/introduce the team's presentation. Examples of introductory information include:
 - A. Hometown
 - B. Family & pets
 - C. Academic major(s) / minor(s)
 - D. Special interests, skills & hobbies
 - E. Future plans
 - F. *Etc., etc., etc.*
 - G. Title of speaker's presentation
 - H. Speaker's qualifications to speak on that topic
- V. Reference List (**at least 10-20 sources are recommended for each individual speaker**)
 - A. ***Complete*** citation for 1st source (an interested reader must actually be able to find the source!)
 - B. ***Complete*** citation for 2nd source
 - C. *Etc.*