

Oral Presentation

The Oral Presentation is worth 20% of your final grade.

The Oral Presentation is a narrated slide presentation based on your Research Essay.

Note: This is not a class presentation; only your Facilitator will see it.

PURPOSE

The Oral Presentation allows you to

- **Showcase** your visual, written, and spoken communications skills;
- **Reflect** on your research; and
- **Identify** and propose new ideas related to your research.

REQUIREMENTS

- **Number of slides allowed:** 6-10 slides.
- **Time allowed:** 5-8 minutes.
- **Technology:** You must use presentation software that is suitable for the course.

You may choose one of the following:

- PowerPoint
- Prezi
- YouTube
- Vimeo

Note: If you are concerned about your presentation technology, please contact your Facilitator.

SLIDE CONTENTS

The Oral Presentation requires, at minimum, six slides with the following headers:

1. **Introduction:** Introduce yourself and the topic of the presentation.
2. **Background:** Explain why you chose the issue for your research essay and/or why it is important to you.
3. **Progress:**
 - a. Give a meaningful analysis and evaluation of your strengths and weaknesses in writing your research essay.
4. **Results:**
 - a. Describe the results of your research and outline 2-3 key points; and
 - b. Include a brief quote from your research essay that was thought provoking, using the correct in-text APA citation.
5. **Conclusion:**
 - a. Tie together a summary of your research and key points; and
 - b. Give a general appraisal of how this research assignment helped you learn more about workplace communication.
6. **Bibliography:** You must provide, using correct APA style, two reference entries:
 - a. One source for the quote on the “Results” slide; and
 - b. Another source that you consulted in order to complete the “Results” slide. (This source does not have to be quoted in the Presentation.)

GRADING CRITERIA

Your Oral Presentation grade will be evaluated based on both your verbal performance and your visual content.

VERBAL PERFORMANCE

- **Elocution:** Is your verbal content spoken in a smooth, clear and effective manner?
- **Pacing:** Does your narration transition well from one slide to another?
- **Production:** Do you avoid reading your slides and engage the listener?

Visual Content

- **Content:** Have you provided the required information? Is it free from grammar, punctuation, capitalization, and misspelling errors?
- **Bulleted or numbered lists:** Have you avoided using full sentences and paragraphs, wherever possible?
- **Design:** Have you designed the slides so that the text and visuals integrate well and can be quickly grasped by the audience?

Oral Presentation Rubric

ASSIGNMENT QUALITIES	TOTAL POINTS	YOUR POINTS
Content: Student delivers appropriate information in a logical way and integrates verbal and visual elements well.	7	
Performance: Student delivers information smoothly, clearly and effectively and engages well with the audience.	7	
Grammar/Punctuation: Student has few errors, both in written and verbal language.	2	
Citations/Reference List: Student documents sources correctly in APA style.	2	
Headers/Graphic Content: Student follows assignment instructions.	2	
Grade	20	