

Presentation Preparation Outline

Speech Outline Template

*****Use this outline to guide you in preparing for your presentation; this outline is required.**

Title:

I. Introduction (The speech actually starts here.)

A. Attention Getter:

B. Purpose of presentation and project:

C. Introduce yourself (hobbies, work, interests):

II. Body (chronologically talk about your project using visual aid)

A. First steps (choosing a mentor, choosing project focus, experience in first few weeks:

1. What you did and why:

2. What you did and why:

3. What you did and why:

Transition:

B. Middle Steps (funny/meaningful/interesting story from your experience, problems you encountered, how mentor was helpful):

1. What you did and why:

2. What you did and why:

3. What you did and why:

Transition:

C. End Steps (gathering data/ documents of what you learned from experience, research, volunteering, finishing the book, final preparations):

1. What you did and why:

2. What you did and why:

3. What you did and why:

III. Conclusion:

A. Why the project was rewarding:

B. If you could do the project again, what would you do differently:

C. How the project helped you decide what you want to do after graduation. What is your plan:

D. Close with impact statement:

*****Do not close presentation with “I’m done.” OR “That’s the end.” After your impact statement, say, “Thank you for your time. I’ll be glad to answer any questions.”**

Oral Presentation Practice Rubric

Present in front of your mentor at least one week before final presentation.

Student Name: _____

Mentor Signature: _____

<i>Categories</i>	Meets Requirements	Incomplete
<p><i>Preparedness</i></p> <p>MR NY</p>	<p>Student is completely prepared and has obviously rehearsed.</p>	<p>Student does not seem at all prepared to present.</p>
<p><i>Time-Limit</i></p> <p>MR NY</p>	<p>Presentation is 5+ minutes long.</p> <p style="text-align: center;">Start Time: _____:_____</p>	<p>Presentation is less than 5 minutes.</p> <p style="text-align: center;">End Time: _____:_____</p>
<p><i>Posture and Eye Contact</i></p> <p>MR NY</p>	<p>Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the presentation.</p>	<p>Slouches and/or does not look at people during the presentation.</p>
<p><i>Volume</i></p> <p>MR NY</p>	<p>Volume is loud enough to be heard by all audience members throughout the presentation.</p>	<p>Volume often too soft to be heard by all audience members.</p>
<p><i>Visual Aid</i></p> <p>MR NY</p>	<p>Student uses technology/visual aid such as a PowerPoint Presentation to validate the project and enhance the oral portion of it.</p> <p>*Please note: Any text in the visual must adhere to the conventions of language as described in the written documents rubric.</p>	<p>The student does not use technology/visual aid to validate the project and enhance the oral presentation.</p> <p style="text-align: center;"><i>or</i></p> <p>The student does use technology/visual aid, but the text contains grammatical errors.</p>

Time Length of Presentation: _____:_____