

## PRESENTATIONS GFS (year 08)

### 1. YOUR FIRST STEPS

**CONTENT** Choose and agree with your teacher on a topic. You may be asked to use specific texts.

**RESEARCH** To find out if the recommended material is any good, you will have to **skim** the file for the gist, which means understanding the general idea, and **scanning** for key words.

**STRUCTURE** Identify three major points, no more, and draw a mind map. Then list these three main points, add suitable examples and hand in your mind-map and structure for feedback. These main points will be the basis of both your paper and your presentation.

#### **AIM What do you want your classmates to learn?**

This is the most important question you will have to ask yourself.

Preparing your presentation, identify up to **three** essential aspects that you want to get across. Remember that people can usually take information in only if there are just **three main points**, with examples and repetition.

Get your classmates involved by using techniques such as questions, illustrations, mind maps, role play, quizzes, prizes, repetition, repetition, repetition...

Multi-media (e.g. using a computer) can be used to support your presentation but is not a "must". An overhead projector, transparencies, even the old board, will usually be effective. It is your communication skills that count most. You will want to keep to the time limit, and that needs a bit of practising beforehand.

### 2. HOW TO DO WELL

**PUNCTUALITY** Deadlines must be kept to and there are no presentations after Whitsuntide.

**CONTENT** To be correct, relevant, well-researched, well-documented, well-structured, understood.

#### **PAPER**

**length/size:** up to **500** words

**format:** margins: 2,5 cm / line spacing 1,5 / letters 12 points / font "Arial" /

**PRESENTATION** You should have prepared well and rehearsed how to get your message across in **6 minutes speaking time**. There will be an additional **2'** for questions and feedback.

Put an agenda on the board and use **cue-cards**. Reading off a sheet will not be permitted.

People will listen if you speak loudly enough, pronounce your chosen words distinctly, maintain eye contact and employ clear gestures, visual aids and questions.

**SUCCESS** Your colleagues are able to answer your own questions, e.g. in a quiz on a handout, **or** the teacher's questions on what you have presented to them. (Another **3'** can be added for a test.)

**HONESTY** Bibliography/reading list: Give **all** your sources, (i.e. books, articles, websites).

Finally, state in writing that you have quoted all your sources and marked all those quotations.

Lifting passages from an undisclosed source means points will be deducted.

### 3. DEADLINES (Miss any of these, and points will be deducted.)

• four weeks <sup>1</sup>	outline of structure <sup>2</sup>	You ask for feedback and use it.
• three weeks	detailed structure, subheadings, complete list of sources	
• two weeks	rough copy of script	
• one week	fine copy of script plus transparencies & handouts to be photocopied, list of devices needed for delivery (OHP)	
• last week	cancelling means wasting an opportunity	

<sup>1</sup> Meaning the time before the appointed day.

<sup>2</sup> Any paper – draft, structure or final version of presentation – has to be **submitted** via email.