

Almjeld-SPE 100

Small Group Presentation One

For our first presentation this semester, everyone in this class will work with a group of four or five individuals to present a 15-min presentation to the rest of the class. We will work in class Oct. 9 to prepare for **presentations on Oct. 16**.

Requirements: The syllabus for this course lists the topic of this presentation as a brochure for freshmen at Owens about balancing school, work, home, and other pressures. This topic is fine, but many have expressed interest in topics relating more closely to their majors or interests. *By the end of class, Oct. 2 your group needs to decide what your topic will be.*

The presentation should be **15 min long** and **should include visual aids** (film, overheads, handouts, etc.) to augment your group's presentation. All groups are also required to use **at least 3 outside sources** to support their topics. **All group members are expected to speak** during the presentation.

Each group will also **produce a report** outlining how the group moved through each step of the process of preparing and giving a speech. This assignment will take the place of the Interview Report listed on our syllabus and will be **worth 75 points**.

Getting started: As a guide to preparing a presentation, and also as a way to put the theory in our text into action, your group should follow the 10 steps for public speaking preparation and delivery which being on page 272 of your text. (See chart on p. 273).

Choosing a topic: If your group chooses to define their own topic, make sure the topic is worthwhile, appropriate to your audience, and sufficiently narrow in scope. Also keep in mind the purpose of your speech – your goals as speakers.

Audience: You are speaking to peers for the most part, but some of you may wish to imagine a different audience (a school board, a group of nurses, a community outreach board, etc.). This is fine, but let Jen know who you envision as your audience.

Research: You will have time in class next Sunday to research in the library about your group's topic. Consider online sources, newspapers, interviews, government and organizational groups as sources (See pg. 286-292 for more sources). Remember each group must have at least 3 outside sources.

Thesis and support: Like writing an essay, each speech needs a clear point and support to help make that point. Remember that the goal of your speech will probably be to inform or persuade your audience.

Organize material: Once you have found support, you will need to consider how you will present your findings to your audience. It will be helpful to create an outline for the speech to use as an aid during your presentation.

Practice: I suggest each group meet to run through their presentation before Oct. 16.

Note: See unit 14 for sample annotated speeches.