

4 POINT SCALE FOR SUCCESSFUL PERFORMANCE OF ORAL PRESENTATIONS

Based on Organization/Preparation, Eye Contact, and Delivery

ORGANIZATION/PREPARATION: from excellent to poor

1. Presenter follows logical sequence and provides explanations/elaboration.
2. Presenter follows logical sequence, but fails to elaborate.
3. Presenter does not follow logical sequence (jumps around in presentation).
4. There is no logical sequence of information.

EYE CONTACT: from excellent to poor

1. Presenter seldom returns to notes, maintaining eye contact with audience throughout the presentation.
2. Presenter maintains eye contact with audience most of the time, but frequently returns to notes
3. Presenter reads most of report, but occasionally makes eye contact with audience.
4. Presenter reads entire report, making no eye contact with audience.

DELIVERY: from excellent to poor

1. Presenter speaks clearly and loud enough for all in audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely.
2. Presenter speaks clearly and loud enough to be heard by most in audience, makes relatively few grammatical errors, and pronounces most terms correctly
3. Presenter speaks more clearly but still too low to be heard by all in audience, makes significant grammatical errors, and mispronounces some terms.
4. Presenter mumbles, mispronounces terms, makes serious and persistent grammatical errors, and speaks too quietly to be heard by those in the back of the room.

OTHER CONSIDERATIONS:

Does not speak for less than 5 minutes

Wraps up when given the overtime signal at 6 minutes

Handles materials (VHS, DVD, computer, etc.) efficiently without wasting time

ORAL PRESENTATIONS

Give a short talk (5-6 minutes) on one of your two papers. Time your presentation in advance: make sure it is 5 to 6 minutes. It might seem like a long time, but it goes by quickly; I will give you a signal when your time is up if you start to go over. Here is a helpful Do and Don't list:

SPEAK, DON'T READ: Please don't read your paper or your powerpoint slides to the class. Use brief notes or an outline, and a loud speaking voice, as the acoustics in this room are not terrific. Don't talk while music is playing - we won't be able to hear you.

VIDEO: You may bring in a video and show 1-2 minutes to illustrate the culture or dance you've chosen; don't just show us a video and then ask for questions. Be sure you know exactly how many minutes long it is. If you use DVD and the setup takes too long, we may have to eliminate it.

DEMONSTRATION: If you want to demonstrate a dance style, give a short talk about it as well as performing it. You may bring in friends to perform it with you/for you. Don't just perform, discuss your findings. If you use a partner or guest dancer, introduce them, and be sure you can do whatever it is you're doing in the small space in front of class.

HANDOUTS, ETC: You may certainly bring in costumes, displays, or some object to pass around to show the class. If you'd like to give handouts to the class, I can make copies if you get it to me in advance.

OVERHEAD PROJECTOR: You may use the overhead projector; we can plug it in and have it set in the right place before class.

COMPUTER PRESENTATIONS: If you want to use your laptop, please come in and hook it up to the system before class to be sure it is compatible. **If you own an Apple computer, there is an adapter you need to bring.** Please set up your computer so that you are not staring at it constantly during your presentation.

POWERPOINT: Points will be taken off if there are misspellings in your PowerPoint slides, and if there are Too Many Words. Use PowerPoint to show us images or dances, not to make us read words; we'd rather listen to you talk.

DUO/TRIO PRESENTATIONS: If there is someone in class doing similar research, we encourage teaming up to make your presentation. Be sure both/all three people talk, and you may use 5 to 6 minutes per person (or 10 to 12 minutes for a 2 person team, or 15-18 minutes for a trio).

Be ready to answer questions about your topic.

DANCE 102 ORAL REPORT SHEET

YOUR NAME _____

DATE OF PRESENTATION _____

TITLE OF PRESENTATION _____

The assignment is a 5-6 minute oral presentation in front of our Dance 102 class. You will choose one of your two research papers and explain the results of your research to our class. Fill out this form and turn it in on the day of your presentation; I'll give it back to you with a grade on it.

You may want to use visual aids (demonstrate the dance, give handouts, play music, show a DVD, or give a short PowerPoint talk) but try to use only one minute for your setup.

SUMMARIZE YOUR PRESENTATION IN A FEW SENTENCES: