

Group Outline Worksheet

Directions:

1. Fill in **all** the blanks in the outline on the back of this page.
2. Be sure everyone in your group has a completed copy of this outline.
3. Make one extra copy to turn in to me. This copy must be turned in before you leave class today.

Hints for a great presentation:

1. Arrange the room however you would like.
2. The group leader controls the time.
3. No written bibliography is required, either from the group or from individuals.
4. You do not need to turn in an outline for your individual speech to me, but you should write one for yourself to organize your thoughts.
5. Don't forget all the elements of a good dynamic speaking style for your speech:
 - *Speak for a **minimum** of 3 minutes (maximum depends on how many people are in your group)
 - ***No reading!** Be extemporaneous in your speaking style.
 - *Good delivery (verbal and nonverbal)
 - ***Each person** should use audiovisual aids during their speech
 - *Stand when you give your speech (but sit during panel discussion)
 - *Using lectern is optional
 - *Write your outline on **one notecard** to use during your speech(Remember, no limit on number of PowerPoint slides, transparencies, or posters)
 - *Be sure to use oral footnotes.

Hints for Panel Discussion

1. This section should be an unplanned, informal conversation between group members. (no speeches), although you may decide on some comments & questions in advance.
2. Sit so we can see everyone (semi-circle rather than circle).
3. **Speak up loudly** so everyone (including me!) can hear.
4. **Speak one at a time.**
5. **Begin by asking the audience, What questions do you have for us? Not... Do you have any questions?**
6. Other groups will ask you questions (each group does this as a favor to the other groups).
7. If you don't know an answer, it's OK to say I don't know. **This is better than making something up!**

Here is how you are graded:

1. Section I (Introduction) is not graded.
Five minutes is the maximum; it can be shorter.
2. You are graded individually on
 - II.A. (Symposium - 3 minute speech): approximately 50% of your grade
 - II.B. (Panel Discussion): approximately 50% of your grade
3. Section III (Conclusion) is not graded.

Note: You will receive your grade for the group presentation on the last day of class.

Reminder: Audience members who are late should come in between speakers, even though you will not hear applause. Do not just go away or stand in the hallway for the entire class period.

Title: _____ Class Hour: _____

_____ Group # _____

Date of presentation _____

Leader _____

General Purpose: _____

Specific Purpose: _____

Central Idea: _____

I. Introduction (Up to 5 minutes; not graded)

A. What are you going to do? _____

B. Who is participating? _____

II. Body (make it *very clear* when the first symposium speaker begins)

A. Symposium (up to 20 minutes; approximately 50% of your grade)

1. First Speaker

a. Name _____

b. Topic _____

2. Second Speaker

a. Name _____

b. Topic _____

3. Third Speaker

a. Name _____

b. Topic _____

4. Fourth Speaker

a. Name _____

b. Topic _____

5. Fifth Speaker

a. Name _____

b. Topic _____

6. Sixth Speaker

a. Name _____

b. Topic _____

7. Seventh Speaker

- a. Name _____
- b. Topic _____

B. Panel Discussion (*15-20 minutes; approximately 50% of your grade*)

- 1. Begin by asking the class: What questions do you have for us?
- 2. ***Everyone in the group MUST say something during Panel Discussion!***

III. Conclusion (up to 5 minutes; not graded)

- A. Name of person doing the conclusion _____
- B. Describe conclusion _____