

Date of Presentation: _____

Topic for Presentation: _____

*You will have an entire class period 45 minutes for your presentation.

*The general purpose of this speech can be to either inform or persuade.

*Your grade will come from your participation in **both** the Symposium and the Panel Discussion for your group.

*Each member of the group **MUST** give a speech **AND** participate in the panel discussion.

*The grade for this presentation is not a group grade, but an individual grade based upon each person's speech and participation in the panel discussion.

FORMAT FOR THE PRESENTATION

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

- A. Choose a method for getting to audience's attention
 - 1. Do a skit
 - 2. Show a video/DVD
 - 3. Have the leader introduce the presentation
- B. Present a preview of your group's topic
- C. Introduce members of the group

II. Body (25-30)

- A. Symposium (individual speeches, total of 20 minutes)
 - 1. Each group member will give a speech on the information he/she has researched.
 - 2. Each group member will speak for 3 minutes minimum (can be longer in smaller groups).
- B. Panel Discussion (question & answers with audience approx. 15 minutes.)
 - 1. Group members should contribute equally
 - 2. No speeches like in the Symposium section; discussion should be informal and unstructured.
 - 3. Interact with the audience, providing answers to their questions
 - 4. **Each group member must participate in this part of your presentation.**

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

- A. Summary of presentation
- B. Closure and conclusion

There are several tasks your group should accomplish during your meetings:

1. Write down the date of your presentation.
2. Exchange names and phone numbers, e-mails.
3. Select a topic following these rules:
 - Two groups may not have the same topic.
 - Your group topic must be different from any individual member's topic for a previous speech assignment in this course.
4. Write a general purpose, specific purpose, and central idea.
5. Decide which aspects of your topic each group member will present in their speech
6. Select a leader. This person will be in charge during group meetings and will keep the group "on track" during the actual presentation.
7. Divide the work of researching the topic among group members.
8. Individually, do your research and report back to the group.
9. Decide how you will structure the introduction of your presentation.
10. Decide the order of speeches to be presented in the body.
11. Discuss any equipment that will be needed and arrange to get it!
12. Hand in a group outline. (Due date is on syllabus)
 - Worksheet will be provided in class.