



presentation requirements

The presentation is the culminating event in the Advanced Merit Diploma program. It is a self-evaluation and reflection by you, the student, of all that you have accomplished in this project. It consists of a 20-25 minute speech which includes research on your topic and a display of your product in front of a panel of judges as well as family, friends and other supporters. The presentation describes what you have learned from fulfilling the requirements of your project. Of special importance is a description of what you learned from the total Senior Exhibition experience.

You are evaluated on your preparedness, ability to communicate and the overall quality of your project. The presentation phase of the senior exhibition allows you to showcase the research, writing and communication skills you have developed throughout your high school career.

Hand the judges your portfolio prior to beginning your presentation in order for them to obtain an understanding of what you have accomplished. The portfolio will contain the materials that will help to support your presentation. You should wear professional attire on the day of your presentation. The panel of judges will consist of adults from the community, Dalat School Board, instructional staff and administration. You will be considered an expert in the area of your research and you are expected to dress appropriately to provide a polished, organized and effective overview of your senior exhibition.

Tips for Delivering a Great Presentation

- ◇ Make eye contact with your audience.
- ◇ Stand up straight.
- ◇ Use the podium to your advantage (try not to hold onto it with a death grip).
- ◇ Relax, breathe deeply and smile.
- ◇ Avoid using filler words such as “uhm”, “like”, and “okay”.
- ◇ Moderate the pitch of your voice. Speak loudly enough to be heard, but do not speak in a monotone.
- ◇ Speak slowly and clearly.
- ◇ Create note cards. Avoid reading or reciting verbatim from a manuscript.
- ◇ Create a PowerPoint presentation.
- ◇ Don't chew gum.
- ◇ Practice before an audience at home.

presentation notes

Visual

- ◇ The visual should be something that helps the audience understand the content of your presentation as well as a device to keep your speech organized and on track.
- ◇ The visual should be an outline of your talking points, and could be in any number of forms
 - a flip-chart outline
 - overhead transparencies
 - a hand-out given to the judges and audience members
 - a poster
 - a PowerPoint presentation-A student must be proficient with this program to use it with ease during the presentation
- ◇ A secondary visual may include photographs, a video, a demonstration of a skill or the display of a tangible product. Your visual should enhance, not substitute for your outline. Your speaking time, regardless of visuals, must be twenty minutes.

Content

Tell them what you're going to tell them.
Then, tell them.
Then tell them what you told them.

Your speech should attempt to anticipate questions that might be asked about your Senior Exhibition and answer those questions before they are asked. All presenters should answer certain questions. Other questions will depend upon your particular topic.

- ◇ Why did you pick this topic for your research?
- ◇ What did you hope to gain by researching this topic?
- ◇ What did you gain from your research?
- ◇ How did you tie in your product to your research topic?
- ◇ What challenges did you face in doing your Senior Exhibition?
- ◇ What were the benefits you derived from doing this project?

Other-

- ◇ Be certain to define any technical or important terms for your audience.
- ◇ What equipment did you need for doing the product?
- ◇ What should the audience know about the components made up the particular product?
- ◇ Discuss the benefits of your product or the attributes that attracted you.

Imagine being in the audience for your presentation. Address those points that would be confusing or unusual, so that the audience fully understands your topic, your challenges, your triumphs and your achievements.

Delivery

- ◇ Note cards may be used, but they should not be read; use your visual outline as you proceed through our presentation by pointing to it as you speak.
- ◇ Feel free to walk around a bit, within a defined area.
- ◇ Use your hands to gesture for emphasis if you are comfortable enough to do so.
- ◇ Use voice inflection and repetition to highlight important points and to keep interest.
- ◇ Make eye-contact with all of the judges –not just one.
- ◇ Face the audience at all times! Do not turn your back on your audience to look at a screen or overhead projection.

Basic Speech Outline

- I. Introduction
- II. Body
 - a. Main ideas or points
 - b. Supporting material
- III. Conclusion

Successful Speech Openings

Characteristics	Techniques
get attention introduce the topic establish rapport take 5-10 percent of the speech time	state importance of topic startle the audience arouse suspense/curiosity tell a story ask a rhetorical question begin with a quotation reference the occasion

Successful Speech Conclusions

Characteristics	Techniques
achieve closure summarize main points make an impact take 5-10 percent of speech time	use a quotation tell a story call for action ask a rhetorical question refer to the beginning repeat main points

==== presentation evaluation =====

Student Name _____

Topic _____

Judge _____ Start Time _____ End Time _____

Content

Introduction _____ out of 10

Has interesting attention getter
States or implies purpose of the presentation

Organization _____ out of 10

Not choppy, but logical idea flow

Language Usage _____ out of 10

Transitions, avoids use of slang phrases, appropriate word choice, style

Learning Stretch _____ out of 5

Indicates personal growth

Body of Speech _____ out of 15

Main ideas and points supported by accurate and appropriate details
Research related to project addressed

Organization _____ out of 10

Not choppy, but logical idea flow

Delivery

Eye Contact _____ out of 10

Not reading speech, looks around, not bound to note cards

Verbal _____ out of 10

Volume, rate, clarity, vitality

Professional Appearance _____ out of 5

Neatness, appropriateness

Audio/visual Option _____ out of 15

Something beyond the actual project integral to the speech
Created to enhance the presentation

TOTAL _____ out of 100

Total points must equal or exceed 85 in order to pass this component of the AMD.

Comments: