<u>**ESL 505, Unit 3 Major Assignment: Oral Presentations**</u>
(10 % of Final Grade)

Purpose: This assignment aims to provide students opportunities to organize their ideas into a presentation in the American style, deliver their ideas in an interesting manner, understand and apply the use of visual aids, and practice and reflect on their oral presentation in an efficient way.

Type of Assignment: Oral Presentation

Task: **1. Sign-up and preparation**
In groups of 3-4, choose to present on one of the following topics:
- Applying for a job in the United States (cover letter, job application, choosing jobs)
- Interviewing in the United States (preparing for interview, questions to ask,
- Business Ethics
- Intercultural Communication (doing business with cultures different than one's own)

2. Pre-presentation Group Conferences: Rehearsal and Peer Feedback (5% of total grade)
Two or three days prior to the presentation day, students will meet their groups to practice [group/collaboration room at a library](#) (reservation required) outside of class and conduct a dress rehearsal and peer feedback. Each student will present for 5-7 minutes for a total of a maximum of 20 minutes. Immediately following each presentation, students will fill out peer review forms on the content, organization, visual aids, and delivery of the presentation. Students will also take turns to video-record (or audio-record) each other. The presentation materials, video recordings, and peer review forms will be uploaded in their box folders 24 hours before the actual presentation day for grade. Instructors may designate a leader for each group to facilitate this whole process.

[How to reserve group/collaboration rooms at UGL](#)
[Peer feedback forms](#)

3. Oral presentation (10% of total grade)
Students will present for 15-20 minutes on the date of their choice during the class time. All students' presentations will be recorded. The audience members can fill out peer feedback forms during the presentations. The instructor will also fill out a grading rubric.

[Oral presentation grading rubric](#)
[Peer feedback forms](#)

4. Post-presentation Group Conferences: Peer feedback and Reflection (5% of total grade)
Option 1 (Focus on exchange of peer/instructor feedback): The video recordings will be returned to the presenters for a review immediately after the presentations (but not the peer feedback forms and grading rubric). Then, students will meet within 1-2 days after their presentations with their group members during their instructors' office hours (or some other time may be arranged) to exchange feedback and and suggestions for future improvement. The

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video recordings may be replayed during the discussion. Students may also share their concerns/questions to find solutions together for problems they encountered during their presentations. One page written reflection (300-500 words) or a 3-5 minute oral reflection recording must be uploaded on their Dropbox folders for grade after the group conferences.

Guidelines for reflection

Plagiarism Disclaimer: Plagiarism rules should still be followed in the visual aid, and any information from sources should be integrated and cited appropriately.
Submission Instructions: Should be provided here by each teacher based on their course management system.

File Name: 505_Oral_Presentation_netid_FINAL

File Name:
505_Oral_Presentation_student's netid_FINAL
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CONTENT	1-5	Additional Comments
Organization: The presentation is easy to follow and logical. Clear transitions exist between slides. It has an introduction, outline, body points, and conclusion**.** Conclusion highlights the importance of the topic.		
Content: Shows a full understanding of the assignment directions and presentation topic; provides enough background information so that audience can understand easily.		
Q&A: Presenters are able to answer all the questions that peers ask.		
VISUAL AID/ DESIGN	1-5	Additional Comments
Content: Slide titles are clear and help with comprehension. The text on the slides is parallel and clear. The amount of text is appropriate (under 35 words).		
Design: Graphics and animation are all clear, easily viewed and professional. They are related to the topic and make it easier to understand. Colors and fonts are attractive, yet neat, not distracting		
Creativity and Effort: Clearly demonstrates the presenter's interest in the topic and entices the audience.		

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DELIVERY	1-5	Additional Comments
Language: Speaks clearly and loud enough most of the time so that audience can hear, and does not mispronounce key words.		
Style: Posture and gestures are used to emphasize points and engage the audience, and aren't excessive or distracting. Eye contact is used to connect with the audience. Pauses and intonation are effectively used throughout.		
Visual Aid: is used as a guide, and presenter does not read directly from slides, note cards, etc.		
Time: Presentation does not exceed 17 minutes, which shows the sign of practice.		

TOTAL: _____/50