Oral Presentation Assignment (50 points)
Due: ________________

Memorandum

Date: December 2, 2010
To: TSM/ACR 251 Students
From: Dr. Reese
RE: Oral Presentation Assignment

During the last day of class or the final exam period, each student must make an oral presentation 4-5 minutes long detailing their digital portfolio. The presentation should make use of your digital portfolio as a visual aid. Your presentation must be a minimum of 4 minutes and a maximum of 5 minutes and 30 seconds. Five points will be deducted for each 15 second increment over or under this range. Your instructor will time your presentation and will provide acknowledgments at 4 minutes and 5 minutes. Please practice your presentation and time yourself to make sure you can present in the desired time range.

Your oral presentation should provide an overview of your portfolio content, your design considerations, your use of CRAP model principles and how you would use your portfolio. You might choose to present your digital portfolio through the use of PowerPoint slides to keep you focused. Scripting your presentation similar to your storyboard is advisable for a quality presentation. Minimally an outline is recommended to guide you.

Your presentation needs a structure which includes an introduction, body and conclusion. A few ways to introduce a topic are:
- Relate a story, humorous or dramatic, that leads to the topic
- Ask a question related to the topic
- Refer to an important event in the news
- Tell of a personal incident which relates to the topic
- State a paradox and promise to resolve it
- Present your topic as being neglected, misrepresented or misunderstood

The body is where you explain your main points. If you are telling a story, then you must sustain the drama or humor in your narrative. If you are explaining something, then you need to move logically, step-by-step, so that your audience can follow you.

In your conclusion, you should restate your main points.

Lastly, remember to practice. You should practice your presentation several times in order to give it the polish expected and ensure an organized flow through your portfolio.

Fellow students will provide written feedback about your presentation.