Oral Presentation Guidelines:

1. Pick a topic that will in some way bring your culture closer to your classmates. It is best to avoid topics which are too broad (e.g., My Country) or too narrow (e.g., My Cat). Instead, you may want to focus on a particular tradition, a period in history, or an important town or person. If the presentation is a part of a class series, it needs to be aligned with the series theme. Consult the teacher before you decide on the topic.
2. Review your materials (script, ppt slides, etc.) with the teacher before you present.
3. On the day of the presentation, you have 10 minutes to present your speech. Stay within the allotted time.
4. Be well prepared. Your speech should show structure (introduction, a number of clearly articulated ideas supported with details, and conclusion). It should be obvious that you prepared, practiced, and rehearsed.
5. Speak with clarity, neither too quickly nor too slowly. Articulate your thoughts carefully. Avoid redundant repetition, but rephrase if you feel your audience has not understood. Avoid unnecessary pauses and *ums*, *uhs*, *ers*, etc. (empty fillers).
6. Maintain contact with the audience. Your facial expression and body language should convey enthusiasm. That convinces the audience that you find the topic be interesting, and so should they. Speak with confidence. That convinces the audience that you know what you are saying. Maintain eye contact with the audience all the time.
7. Stay focused on the topic. Don’t meander. Don’t get sidetracked.
8. After the presentation, you will have 10 minutes for questions and answers. Take one question per person and keep your answers short and simple if possible. Don’t be afraid to admit that you do not know the answer if you do not.
9. After the questions and answers session, you will receive feedback from the audience and the teacher. The feedback will be constructive and sincere, and will serve to improve your presentation skills in the future. Following the oral presentation rubric will help you avoid the most common mistakes.