

HISTORY 739 — Giving an conference/public presentation
December 2, in class

One of the most important and underrated skills in an academic or professional environment is the presentation of one's work in public forums—and it is one that our department and discipline suffers from on any number of levels. This assignment is designed to offer a practice environment in which to hone these skills, and will hopefully build on your experiences in the previous History 738 course to develop something more finely-honed and capable of being used for a professional forum.

For our two meetings on **Thursday, December 2**, you will be giving an oral presentation of your research, which is to be conceived as a mock exercise for a future presentation of research in a public forum. I would suggest examining the guidelines for our own Graduate & Professional Students' Association Research Forum as a model template for this assignment, which will be held in March of 2011:

<http://gpsa.unlv.edu/research%20forum.htm>

You may also find the following web sites with tips for giving academic talks helpful (and, quite frankly, humorous). Others can be found online as well:

<http://www.si.umich.edu/~pne/PDF/howtotalk.pdf>

<http://www.cs.berkeley.edu/~jrs/speaking.html>

In the spirit of this advice, your oral presentation should adhere to these basic guidelines:

- 1) We will treat our class as individual panel presentations on our research topics of choice, and you will give a presentation based on the state of your research paper to date. Your talk should not exceed twenty (20 minutes in length, after which we will leave a question-and-answer and/or reflection period of ten (10) minutes.
- 2) Your presentation should include the use of visuals, preferably through the medium of PowerPoint (I can provide the setup/technology for this along the lines we have seen throughout the past year); critiquing this part of the presentation will also be part of the assignment.
- 3) Your classmates (and myself) will be given a form with which to evaluate and constructively critique your talk for the purpose of helping to improve your content, delivery, form, etc. A copy of this form is attached to this assignment so that you know what to expect as both presenter and evaluator. ***It should be noted that this form is roughly identical to the one that is used by the judges at the G&PSA Research Forum held every March.***
- 4) One final note—if you are working on a continuation from your project in History 738, it is expected that you have made significant progress at this point from where you were four months previous. Make sure your new and improved presentation demonstrates that!

ORAL PRESENTATION EVALUATION FORM

PLEASE NOTE: THIS FORM WILL BE GIVEN TO THE PRESENTER AFTER THE EVENT
TO PROVIDE FEEDBACK

Name of Presenter / Department:

Session:

Rate the presenter on each point listed below by using this scale:

Poor 1 Fair 2 Average 3 Good 4 Excellent 5

Content

- _____ Extent, clarity of coverage
- _____ Difficulty level of topic
- _____ Relevancy of topic
- _____ Familiarity of topic

Content Points _____

Organization

- _____ Coherent, easy to follow
- _____ Concise, clear
- _____ Transitions used well
- _____ Purpose clearly stated
- _____ Gained audience interest and immediate attention
- _____ Identified the topic, defined scope of the presentation
- _____ Main points supported with details
- _____ Documented facts where necessary
- _____ Informative: knowledge was imparted
- _____ Clearly summarized; memorable
- _____ Responded well to questions

Organization Points _____

Delivery

- _____ Professional/confidence
- _____ Eye contact
- _____ Facial expressions/gestures
- _____ Voice inflection, speed, pace
- _____ Humorous, relaxed, enthusiastic
- _____ Timing
- _____ Used language well

Delivery Points _____

Total Points _____

Overall

1. What did you like most about this presentation?

2. Please suggest improvements.