

How to Give a Presentation

STRUCTURE

I. INTRODUCTION

- a. **Attention-getter.** This could be a personal story, a question, a joke—anything that gets the audience’s attention and leads you into your topic.
- b. **Thesis.** This is the claim that you are making; the topic of your presentation—your main points should support it.
- c. **Preview main points.**

II. BODY

Main Points:

1. _____
2. _____
3. _____ etc.

III. CONCLUSION

- a. **Summary**
- b. **Ending**

STYLE

- **Do not read!** Practice so that you can make eye contact.
- Keep gestures deliberate
- Eliminate disfluencies (“um,” “er,” “like,” “y’know”)
- Don’t pace, lean, or slouch. Move deliberately.
- Smile occasionally.
- Wear clothing that does not distract from you—think professional.
- Be enthusiastic—or fake it!
- Relax. What’s the worse that can happen? *“Humph. Easy for you to say!”*

How to be an Audience Member

- Give the speaker your full attention. That means do not write, read, or rustle around in your bag or play with your cell phone.
- Give small nods, smiles, or other reassuring facial gestures—in other words, don’t sit there stone-faced; be supportive.
- Think critically about what the speaker is saying. What questions do you have?
- Never begin to pack up your stuff when somebody is speaking.

Group Project

This project is a short research assignment, to be done in groups of 3-6, on a topic related to a chapter in the text. Presentation length is 15-20 minutes; **visual aids are encouraged for some of the projects and required for others.** The point of the assignment is to supplement the text with outside research or resources, to make the concepts interesting, and to give you a chance good grade, so **be creative** and cite outside sources whenever you can. Videos, class discussions or surveys, original research, and short games are fun.

Since you will present your project on the day of the lecture/discussion for that topic, changing dates is not an option, unless you also change topics. You will receive a group grade. The following are topics from which you may choose for your research project:

CH. 4—EMOTIONS

Presentation Date:

#1 Conduct several video interviews asking people how they react when they are angry or fearful or disappointed (or any other emotion). After each interview, stop the tape and analyze their reactions using the section of the text “Managing Difficult Emotions.”

CH. 5—LANGUAGE

Presentation Date:

#2 Research the increased acceptance of public cursing. What is the impact on society? Present what you have found and lead a class discussion or debate (by dividing the class into two sides) on the effects of public cursing.

CH. 6—NONVERBAL

Presentation Date:

#3 Watch clips of the Body Language segment with Tonya Reiman on *The O’Reilly Factor*. Then find clips of media figures (politicians, celebrities) and analyze their nonverbal communication with for the class, using terminology from the text. You can show an O’Reilly clip if you want also.

CH. 7—LISTENING

Presentation Date:

#4 Role play some listening responses and lead a class discussion in the possible effects of the responses you demonstrate on a relationship.

CH. 9—INTIMACY AND DISTANCE

Presentation Date:

#5 Rent and view the movie *The Breakfast Club*. Show clips for the class and explain how self-disclosure brings the characters closer together. Discuss the reciprocity norm.

CH. 11—CONFLICT

Presentation Date:

#6 Rent and view the movie, *American Beauty* and show clips of the dysfunctional conflict styles exhibited by the characters. Identify for the class and present alternatives for cooperative conflict management.

One the next page is a space for you to collect group members’ contact information, in addition to a sample of the evaluation sheet I use.

My presentation is # _____, to go with chapter _____, on _____ (date)

My partners are:

Name: _____ **phone #:** _____ **email:** _____

Name: _____ **phone #:** _____ **email:** _____

Name: _____ **phone #:** _____ **email:** _____

Name: _____ **phone #:** _____ **email:** _____

Name: _____ **phone #:** _____ **email:** _____

Name: _____ **phone #:** _____ **email:** _____

Sample Evaluation

E = excellent	G = good	A = average	F = fair	P = poor.
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CONTENT

- ___ Coverage of assigned material
- ___ Appropriateness of language
- ___ Analysis
- ___ Thoughtfulness of Mini-Bag artifacts *Mini-Bag*
- ___ Professional and helpful visual aids *Group Project*
- ___ Discussion section/activity well-organized, if appropriate *Group Project*

DELIVERY

- ___ Eye contact
- ___ Vocal dimension (pace, volume, variety, energy)
- ___ Fluency (smooth with few “ums,” “ers,” “likes,” or “y’knows”)
- ___ Gesture/Body movement

AESTHETICS

- ___ Creative in topic and/or delivery
- ___ Professional appearance
- ___ Presentation well organized
- ___ Equal workload division *Group Project*
- ___ Time allocation

GENERAL COMMENTS:

TERM PAPER ASSIGNMENT

Analyze one of the movies listed below in relation to what you have learned about interpersonal communication. You must address three of the following issues: **identity, perceptions, listening and/or feedback, self-disclosure, nonverbal communications, relationships, conflict**. The purpose of this assignment is to help you integrate what you have learned during out time together, and to apply it to real-life (according to Hollywood!) situations. You are required to use at least three outside sources. They may be interpersonal communication texts, news publications, or scholarly journal articles. Only credible internet sources are allowed

When addressing each issue, your paper should (1) clarify the concept, integrating the textbook definition and any relevant factors that you have learned. (2) Describe the context in which the issue arises in the movie, paying particular attention to the implications that stem from the character(s) communication techniques/dispositions. Give specific examples from the movie—it is better to use fewer examples, but to examine them in depth. And (3) offer suggestions, as appropriate, as to how the situation could have been handled more effectively if the participant(s) had stronger interpersonal skills. Do not tell me the plot of the movie; a sentence or two of background information should be sufficient. It is crucial that you attempt to synthesize the material we have covered, drawing on text, lecture, discussion, and supplemental material.

Movies:

Million-Dollar Baby, Dan in Real Life, Saving Private Ryan, The Aviator, Goodwill Hunting, Thelma and Louise, 12 Angry Men, Cinderella Man, As Good as it Gets, The Departed. You will need to view the films just prior to writing your paper; do not rely on past recollections. I own videos of almost all the films and I will review pertinent sections of the tapes when reading your papers (so don't make stuff up!)

Mechanics

The paper should be six to eight double-spaced typed pages. Use 1" margins and 12-point font, preferably Times New Roman. You may footnote, or follow either MLA or APA guidelines—I don't care which, just be consistent. The paper must be fully documented with citations anytime you use someone else's ideas, and, of course, it must include a list of works cited.

Your paper should be free of grammatical blunders, typos, and spelling errors ☺. Grace, wit, and style will be rewarded, as they often are in real life. Your paper must have an introduction, thesis, preview, logically progressing body, and conclusion. I would be happy to review the first couple of pages for you, or an outline, but don't leave it until the last minute. I will refer to these guidelines when grading your papers, so please address all three issues. Don't throw points away! **See syllabus schedule for due date.** Don't be late. Late papers will lose 10 points, and papers not turned in by final exam period will not be accepted. "Hiss! Boo-o-!"

"THE GOLDEN RULE"

BUDDHISM

Hurt not others with that which pains yourself. (Udanavarga 5:18)

CONFUCIANISM

Is there any one maxim which ought to be acted throughout one's whole life? Surely the maxim of loving kindness is such. Do not do unto others what you would not they should do unto you. (Analects 15:23)

ISLAM

No one is a believer until he loves for his brother what he loves for himself. (Traditions)

HINDUISM

This is the sum of duty; do naught to others which if done to thee, would cause thee pain. (Mahabharata 5:5-7)

JUDAISM

What is hurtful to yourself do not to your fellow man. That is the whole of the Torah and the remainder is but commentary. Go learn it. (Talmud)

CHRISTIANITY

All things whatsoever ye would that men should do to you, do ye even so to them; for this is the law of the prophets. (Matthew 7:12)

Do unto others as you would have them do unto you. (Luke 6:31)

SIKISM

As thou deemest thyself so deem others. (Kabir)

TAOISM

Regard your neighbor's gain as your own gain; and regard your neighbor's loss as your own loss. (T'ai Shank Kan Ying P'ien)

ANCIENT GREECE

What stirs your anger when done to you by others, that do not to others. (Socrates)

ETHICAL CULTURE

Act so as to elicit the best in others and thereby in thyself. (Felix Adler)