

Final Presentation Guidelines

The speech will be given twice. The first time students will present their speech in an English class. (Running Start students must make arrangements to present in a CHS English class as well). The second time the students will present the speech to a panel of community and school members. Both times the students will be evaluated with the Final Speech rubric. A student must give a practice speech in order to present in front of a community panel.

Guidelines:

- Time requirement of 10-15 minutes. This does not include the question and answer session or any lengthy audio-visuals. Under 10 minutes = Automatic Re-do.
- Visual evidence is required. One – evidence of process from beginning to end. Two – completed tangible product. Presenter must include the evidence outlined in his/her product log.
- Dress as if you are going to a formal job interview.
- Know how to set up and operate any necessary technology. This is your responsibility and not the responsibility of the teacher or community members on your panel. Have a contingency plan in case technology fails to operate properly.
- Use formal language – no slang – and correct grammar.
- Listen carefully to panelists' questions and comments. It is important that you respond professionally, even though you may not agree with the suggestions.
- Carefully study the rubric. Make sure that your speech includes all the necessary components.
- Note cards are helpful. Make sure they contain an outline of your speech rather than the entire speech written out.

Speech Content:

- Introduction and Conclusion
- Body of speech should thoroughly explain project process.
- Showcase completed product.
- Convincingly explain challenge throughout explanation of project.
- Discuss mentor's contributions.
- Discuss relationship between paper and project.
- Evaluate yourself throughout the speech. What did you learn? Risks? Satisfactions? Hindsight? Surprises? (Include both positive and negative aspects of self-evaluation)
- Use visuals throughout speech to enhance explanation.

General Information:

- Three to Four community members will be present on each panel. These are assigned by the Culminating Project team. Community members cannot request to evaluate specific students' speeches and students cannot request specific community members on their panel.
- Rubrics will be completed by the panelists. The rubrics will then be reviewed by the culminating project team and the certified teacher in the room if necessary. The culminating project team will determine whether the project meets the requirements and passes or if the student will need to clarify components of project or redo presentation.
- Approximately two weeks prior to final boards, a spreadsheet will be circulated to determine special needs for boards. (Example – projection device needed or window room required)
- Five to six students will be assigned to each room. Students will be placed to ensure that there are both male and female students presenting and a variety of projects represented.