Speaking and Presenting Resources Guide

Purpose: The goal of this activity is to familiarize students with online resources provided by the Writing and Speaking Center for oral expression.

Directions: Go to the Writing and Speaking Center website (www.smcm.edu/writingcenter). Click the link on the left menu bar labeled "Resources for Speaking & Presenting." Answer the questions below based on the information provided by the Center website.

I. Overview of Effective Speaking
1. Click "Getting Started." Then click "Overview of Effective Speaking," and look over the handout.

   Briefly describe how each of the following factors impacts the planning process for a presentation.

   Audience: _____

   _____

   Goal: _____

   _____

   Environment: _____

   _____

2. Look over the list of body language tips under the section "Super Speaking Style."

   Of those five categories, which one do you feel you handle best? Why?

   _____

   _____

   With which one do you feel you need the most improvement? Why?

   _____

   _____

   Navigate back to the previous page (Resources for Speaking & Presenting).

II. The Role of Rhetoric
1. Click "The Role of Rhetoric". Then click "Silva Rhetoricae." Under "Encompassing Terms" on the left hand side, click the term "Kairos."

   Kairos can be defined as _____

   How might kairos affect the content of a speech or other presentation? Use one example to support your answer.

   _____

   _____

   _____

   _____

III. General Tips on Presenting and Speaking
    1. Click on "Garr Reynolds's Presentation Tips."

Into what 3 steps does Reynolds break the oral expression process?

        1. _____

        2. _____

        3. _____

How do these steps generally compare to those of the writing process?

_____

_____

Take a minute to peruse the tips provided for each step. Although these tips are mostly geared toward PowerPoint presentations, how might they be useful to developing presentations in general?

_____

_____

_____

_____

IV. Using Electronic Presentation Tools
    1. Click on the link to "Don McMillan: Life After Death by PowerPoint."

What is the kairos, or occasion, for the presentation?

_____

Who is the audience for the presentation?

_____

What is the goal of the presentation?

_____

Describe the environment for the presentation.

_____

List two examples of common PowerPoint errors addressed by the video.

1. _____

2. _____

Consider the kairos, audience, goal, and environment of the presentation itself. With those things in mind, determine whether or not this is an effective presentation and explain your response.

_____

_____

_____

_____

V. Conclusion

1. This exercise was intended as a brief introduction to different online oral expression resources provided by the Writing and Speaking Center. Reflect on the resources you have used to complete this activity, and look over one or two of the other resources.

    If you had an oral expression assignment (presentation, speech, skit, etc.), how could these resources assist you? Include at least one specific example in your response.

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