



Carteret County Schools Graduation Project **PRESENTATION REQUIREMENTS**

Overview

The Graduation Boards consist of a brief oral presentation about the overall Graduation Project. A panel of judges will evaluate your presentation. The judges will evaluate you on your preparedness, ability to communicate, and the overall quality (content and delivery) of your presentation. You should demonstrate acceptable speaking skills and respond to the judges' questions in an acceptable, fluent, and appropriate manner that shows your knowledge of the research paper and the physical Product. Examine the Presentation Component Rubric that the judges will use to evaluate your presentation.

Board attendance is mandatory. You will not be eligible to present to the Graduation Boards unless you have participated in your scheduled practice time. Failure to appear will jeopardize your graduation.

General Presentation Guidelines

- Your presentation must be between 8 -15 minutes (8-10 minutes preferred)
- A portion of this time may be allocated to demonstrations, video, PowerPoints, or other aids that may enhance your overall presentation.
- The majority must involve a verbal description of the project (i.e. you cannot talk one minute and show a nine-minute video).
- An additional five minutes will be allocated to a question/response segment where the judges will ask for clarification or elaboration on points made in your presentation.
- Turn in your Presentation Equipment Needs Form.
- You must include a PowerPoint with MLA citations as needed.

Appearance

The final decision of what to wear when you present to your panel of judges ultimately rests with you. The decision, like numerous other decisions you have made since you started this project, should be decided with your success in mind; think carefully how you plan to dress. Since appearance is one of the items the judges mark on Graduation Project Presentation Rubric, be sure to create a favorable first impression.

Keep in mind that you will be facing adults who have formed an image of you from reviewing your Graduation Project portfolio. Already established is the amount of work and energy you have expended along the way. Remember, you are the expert as far as the nature of the project is concerned. Your panel, no doubt, expects to listen to a polished, organized, and effective overview of your Graduation Project journey in which you demonstrate competence as reflected by your attire.



Carteret County Schools Graduation Project **PRESENTATION REQUIREMENTS**

The key term is dress professionally; your attire should not be the focal point of your presentation. If your project lends itself to a specific uniform or costume and you think that wearing it would aid in your presentation, feel free to be creative in dress.

Suggested Areas/Breakdown of Content to Consider (times are approximate)

- **Introduction** (suggested time: 1 minute)
 - Introduce yourself with a preview of your presentation – use an attention getter.
 - State your topic clearly and concisely.
 - Remember to thank your mentor.

- **Paper Information** (suggested time: 1 minute)
 - Discuss your thesis, development, learning about topic – what was the best part of the process, etc.

- **Link to Project** (suggested time: 1 minute)
 - Explain the connection and personal value/selection of project.

- **Explain Your Project** (allotted time: 4 minute)
 - What is your project, use specifics/details of the project process, all valuable learning that happened during each phase, explain what made you frustrated, proud, excited, and other relevant emotions. The judges will only have time to review your portfolio, so tell them all about it.

- **Explain Your Stretch** (allotted time: 1 minute)
 - Talk about how you stretched and grew as an individual during the project process, what this told you about yourself, why this is important to future seniors, what advice you would give others about the project – or discuss the shortcomings you felt about the process.
 - You may mention problems you encountered; however, do not elaborate on them. You may also mention your own personal weaknesses but only in the light of how you have improved.

- **Conclusion** (allotted time: 30 seconds)
 - Your speech needs closure; do not simply stop talking. You may include how you benefited from this project, what you have learned about yourself, or how it might have benefited others.



Carteret County Schools Graduation Project **PRESENTATION REQUIREMENTS**

Tips to Consider

- Arrive early. Know the date, time, and room number for your presentation.
- You must rehearse. Practice in front of an audience in addition to your scheduled practice. Consider taping your rehearsals so that you can see and hear yourself.
- **DO NOT READ YOUR SPEECH TO THE JUDGES.** Learn the speech, but do not recite it to the judges.
- You may use a detailed outline, preferably on 3x5 index cards. Full sheets of paper are distracting to your audience.
- Make certain the Board room has all the equipment necessary for your presentation.
- Make certain that any visuals you use are appealing, legible, appropriate, and correct.
- Visuals should be large enough for all members of the Board to see or read.
- Make eye contact with the audience.
- Be aware of distracting gestures or mannerisms such as playing with your hair, putting your hands in your pockets, fidgeting. Avoid rocking motions or hanging on to the podium.
- Avoid terms such as “uh, um, you know, like, etc”.
- Do not chew gum during your presentation.
- Watch the rate and volume of your voice.
- Be relaxed
- Be enthusiastic about your topic; stay positive throughout the presentation.
- Be prepared to answer questions from the Board
- Be certain to review the rubric.