



East Carteret High School Graduation Project **PRESENTATION TIPS**

Overview

The Senior 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 Senior Boards unless you have participated in your scheduled practice time in your English class. Failure to appear will jeopardize your graduation.

General Presentation Guidelines

- Your presentation should be between 8 -15 minutes
- 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 to the Media Coordinator by the designated due date.

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.

If you are not sure what this entails, drop by one of the banks in town. Generally, the men wear nice trousers and blazers or suits plus ties, belts, and appropriate shoes. The women wear business-like suits or dresses plus appropriate shoes. No one wears athletic shoes, flip-flops, chunky platforms, or five-inch heels.

Also, please remember to avoid excessive exposure of your body. In other words, no cropped or halter tops, low-slung or baggy pants, spaghetti straps, low-cut tops, short skirts, or denim in any form. The focus of the audience should be on your expertise in your subject, not on your need to gain attention in other ways.

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. Discuss this with your Advisor or your English teacher.



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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.

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 minutes)
 - 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. Make sure to explain your work with your mentor.

- **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. Thank your judges again and ask if they have questions.