Oral Reports

I. CONTENT
   A. Topic
      1. Pick topic you are interested in
      2. Collect adequate information
         a. Amount of time necessary
         b. Eases anxiety
   B. Visual Aids
      1. Include explanation
      2. Duplicate for distribution

II. ORGANIZATION
   A. Outline
      1. Plan logical sequence
      2. Support ideas with examples
   B. Format
      1. Fully written out
      2. Notes in outline form
      3. Advantages and disadvantages
         a. Danger of just "reading"
         b. Use of notecard for facts or figures
         c. Eases anxiety

III. DELIVERY
   A. Preparation
      1. Practice
         a. Judge time
         b. Tape for sound quality
      2. Notes
         a. Clear - double spaced
         b. Organized
   B. Presentation
      1. Speech
         a. Rate slower than conversation
         b. Aware of speech patterns
      2. "Body Language"
         a. Importance of eye contact
         b. Importance of posture