

Presentation Preparation

Here are some questions and suggestions to consider when you are preparing your Senior Project presentation. You do not have to answer all of the questions. The primary focus of the presentation is to explain to the judges your experience. Some of your experiences will need clarification. Be sure to include details when necessary, but keep in mind your voice and reflections on the process should be what is prominent. You will be required to give a presentation that lasts a minimum of 8 minutes. You may have a maximum of 2 minutes where you do not speak directly but instead utilize technology.

Step 1: What am I going to say?

- Upon entering the room it is courteous to briefly introduce yourself to the judges.
- Introduction: Be sure to introduce yourself by name. The judges will not know who you are. Introduce your Senior Project topic. What did your sign of commitment say? Explain your project topic, research topic, and product.
- How did you go about choosing your topic? What obstacles did you encounter? How did you overcome these obstacles?
- Describe your research paper. What was the thesis statement? How is your research paper connected to your product? How did writing a research paper affect you? What did you learn from the process?
- Describe your field work. What was your mentor's name? How was he/she qualified to be your mentor? Where did your mentoring take place? What did you learn from your mentor? What did you learn from the experience of mentoring? How did you feel about the experience?
- What was your learning stretch? What personal growth and self knowledge did you gain? How will your learning stretch impact your plans for the future, related career, hobbies, and or general knowledge? What challenges did you encounter? How did you overcome these challenges?
- Conclusion: Here is your chance to comment on the overall experience. Remember, the judges do not want to hear your opinion on the Senior Project requirement or Graduation by Proficiency. They want your reflection on the process you have experienced, what you have learned, and how it was a learning stretch for you.

Step 2: How am I going to say it?

- Jot down answer to the above questions. Eliminate any questions that have the same answers. Refer to your journal entries and write the answers down on 3x5 index cards. Highlight keys words or phrases. Organize the cards into a logical order. Write transitional phrases you will use to introduce next topics. Ask yourself if there is any additional information you want the Senior Project judges to know about you and/or your project?
- Decide when you want to refer to your visual and/or use your technology. Label the cards with the name of the visual and /or technology. Insert index cards into spaces where you will refer to the visual and/or technology during your presentation.
- PRACTICE PRATICE PRACTICE. The more you practice the presentation the more comfortable you will be when you get up in front of the judges. The first few practice presentations you will need to read from your cards; as you get more comfortable with the information you will be able to remember the order and use your cards less. After your first practice, write down on the index cards any additional information that you thought of that will enhance the presentation. Determine if you will need any additional equipment and/or technology. Make all the necessary adjustments. Remember, the audio/visual component of your presentation cannot be more than two minutes of the total presentation time. The presentation must be between 8 and 12 minutes. Run through your presentation again.

Step 3: How do I answer the questions from the judges?

- There is no way for sure to know what the judges will be asking you, but they have been instructed to ask questions to help you clarify your learning stretch, the connection between your research paper and your fieldwork, and your personal growth. The judges will not be asking questions to try to stump you or sabotage your presentation. They may seek clarification about a topic you brought up because they did not initially understand fully what you were speaking about.
- Make direct eye contact with the person who asked the question. Feel free to admit that you do not know something. It is better to be honest and admit you have limitations than to pretend to know something and fabricate answers. You can tell them you didn't cover that aspect in your research.
- When finished with your presentation and questions, make eye contact and thank the judges for their time, gather your materials, and exit the room.