

## Guidelines for Oral Reports

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In order to provide a forum for all to contribute to the class, I have produced a series of topics for oral reports. The reports deal with the main topics developed in the course and will be delivered throughout the semester.

The student will *thoroughly* research a particular topic using books, encyclopedias, the Internet, etc., for information and present an oral report to the class. The report is then turned in to the instructor. The instructor corrects the report and distributes a copy to all class members. The class is responsible for knowing the contents of all reports for the test that follows the reports presented.

### Procedures

1. A copy of the report is emailed to the instructor **two days** prior to the presentation
2. Oral report is prepared and presented on the date assigned (see above)
3. After all the reports in a Group are given and before each test, the instructor distributes the report among the members of the class.

Ideally reports should be in PowerPoint format. For the length of the presentation see the Syllabus. The full text of the presentation should be included in the PowerPoint or it should accompany the PowerPoint as a supplementary written text. The contents of the presentation should cover the various aspects of the topic discussed. Those who do not use PowerPoint must turn in their written presentation.

The presentation is evaluated for analysis, whether it keeps the attention of the class, stimulates discussion, and by involving the class in further discussion of the topic. Presenters who keep eye contact with their audience and who use a bit of humor are more successful.

Reports will be assigned early in the semester and will proceed according to the dates assigned for each report.

### Important Note

The contents of the reports will be included in materials used for questions on the tests. It is important, therefore, that your reports be as informative as possible.