

### **Guidelines and reminders for this week's in-class presentations**

- Each presentation should not exceed 7 minutes, followed by 2-3 minutes of questions.
- Please bring with you an iPod and a microphone (from the ones on reserve in the library) and make sure you record your presentation. After the class, please send me the sound file.
- If you plan to use powerpoint, you do need to e-mail me the file by 8:30am on the day of your presentation. This will make things easier than copying files from flash drives. That said, please do bring a copy of the file on a flash drive, just in case.
- If you use a Mac, some of the features on powerpoint might get lost. Either convert the file to be PC-compatible, or use a PC to create the presentation. I'm not good at Macs, so don't expect much help from me. Sorry.
- Please remember this is an oral presentation, not a reading drill. So, while using notes to remind you of the main points you want to talk about is ok, you should **NOT** "read" your presentation. Reading your presentation will negatively affect your score.
- Aspects of evaluation are: Fluency. Correct grammar. Good pronunciation. Rich vocabulary (please avoid vocabulary that nobody else knows except you and your teacher; remember you want your audience (=classmates) to understand what you're talking about). Coherence and comprehensibility of presentation. Understanding and answering the questions clearly.
- Finally, please remember this presentation is worth 5% of your overall grade.