

Name _____

Oral presentation:

Dressed appropriately

/35

Presentation

/5

/30

Performance

/10

Remember to:

- _____ make eye contact with audience
- _____ face the audience
- _____ stand flat on your feet

- _____ speak clearly
- _____ speak loudly
- _____ stand up straight

Avoid:

verbal stalls (qualifiers)

- _____ like
- _____ and stuff/and everything

- _____ um/uh
- _____ you know

nervous movements/posture problems

- _____ fidgeting
- _____ hands in pockets
- _____ shifting weight
- _____ overuse of hand gestures

- _____ swaying/rocking
- _____ crossed arms
- _____ leaning/sitting

_____ connecting everything with “and”

_____ grammar errors:

_____ informal language:

Content

/20

I. Introductory information

- _____ A. Career Choice
- _____ B. What draws you to this career?

II. Information about your career

- _____ A. Annual earning at entry, middle, and veteran level
(Option: other salary variables)

- _____ B. Typical responsibilities
- _____ C. Education/Training required

III. Education/Training

- _____ A. Name and location of university/training center

- _____ 1. What draws you to this school?
- _____ 2. What will you major in?

- _____ B. Entrance requirements (2 pts)
- _____ C. Application process (2 pts)
- _____ D. Estimated expenses (2 pts)
- _____ E. Average ACT/SAT scores among first year students

IV. Beyond Education/Training

- _____ A. What are two things you can do now to prepare yourself for this field? (2 pts)
- _____ B. How can you make yourself stand out from other candidates? In other words, what will make you a more desirable hire?

V. Reflection

- _____ A. Name two things you learned through this process that will help you plan future life decisions. (2 pts)

Visual aid:

/20

Display should contain the content of your speech.

Neat/Creative – clean lines, colorful, use of pictures, “interview worthy”

Cover Letter/Résumé:

/45

Both meet criteria provided on handout

- ____ (minutes under/over time limit) = /100