

1. Prepare well by reading in advance the assigned reading set. Highlight important arguments and interesting as well as intriguing concepts and ideas. Understand more and understand better by reading on your topic beyond and above the reading sets assigned. If you prepare well, you will not have problems with item number 5.

2. Submit a topic outline at least one class meeting before the scheduled presentation. In doing the outline, always remember to cover the three Cs of presentation: Context, Content, and Criticism. Context refers to the “big picture” of the issue/topic being discussed. Context refers to the important points raised in the reading set while criticism outlines the conclusion of the author or by the group on the reading set and/or criticisms of other people on the topic being discussed.

3. Flash without substance is nothing. Power point presentation is not a pre-requisite for the class presentation. Instead, a one-page handout should be provided to the class before the start of the report. A handout should just not only be an outline of the readings assigned. Rather, it should inform the class of the structure of the report including the group's reflections, criticisms, comments, and recommendations highlighting important concepts and terminologies (remember the three Cs above). Make sure the write the full bibliographic entries of your topic in your handout. If you wish to do a power point presentation, make sure the first two slides of your presentation covers the title of your report and the outline of your presentation. If applicable, it is also helpful to introduce the author/s of the assigned reading text/s to give the class an idea on the theoretical, analytical, and even political position of the writer/s.

4. Work together. Presentations are graded as a collective effort by the group. Hence, all members of the group need not present or speak. However, all group members must be well verse with the topic/readings assigned as questions will be directed not to the presenters alone but to the entire group. Grades for the presentation are not only taken from the actual performance of the report, but more importantly, how well you provide the answers to the questions raised during the discussion and how you facilitate and encourage the audience to learn about the topic assigned to you.

5. Be confident. Practice your presentation. Start by introducing yourself, your group/members, and your topic. Remember to pronounce words clearly and enunciate important words. While there is time limit for the presentation, do not rush. Twenty minutes is not too long neither it is too short so plan accordingly. The bottom-line however is that there can be no confidence in one's self if you do not prepare well for a task or assignment.

6. Be always ready to report one meeting before the assigned date for your presentation. Schedules are flexible, so be always ready in advance. Before your presentation, make sure all the equipment needed are prepared BEFORE the class starts.

7. Make presentations more interactive. Ask questions, make students read out sentences and paragraphs, look for relevant audio-visual presentations, do group-dynamics or class activities, etc. You can even give a short quiz if you wish. Involve your audience by approaching them, walking towards them, and asking them to do something for you like write important ideas on the board, etc.

8. Be spontaneous. DO NOT READ FROM THE POWER POINT PRESENTATION OR FROM YOUR BOOK. Be brief and direct with your message in your slides/notes. Do not paste whole paragraphs in your slides! Take the thesis statement of the paragraph you wish to emphasize and then explain the rest orally. All power point presentations shall NEVER exceed 10 slides, excluding title page. If you are using notes as guides, make sure to write them in a ½ or ¼-index card – the same tactic used by public speakers.

9. Respect is everything. Always respect your classmates by preparing for your report. If you are confident, that breeds authority and brings out an understanding that you know what you are talking about. However, do not treat them as passive and ignorant. All of them read the assigned readings and your job is to facilitate learning through discussion by emphasizing the things they need to remember. If they do not return the favour, then as the authority during your time, execute strategies that will make them listen to you.

10. Finally, enjoy your time to shine. See the oral presentation not as something to be worried about but as an opportunity to show what you can do. Maximize your time in the spotlight by delivering knowledge and information helpful to the class. Whether you are speaking, writing, or strategising for your group, your oral presentation gives you the chance to let other people know what you are capable of accomplishing.