# WHSLOGOsmWaiakea High School Senior Project

155 West Kawili Street

Hilo, HI 96720

# Phone (808)974-4888 Fax (808)974-4880

# Presentation Instructions and Outline

**Presentation Materials: To bring on night of presentation.**

1. Presentation Story board **OR** PowerPoint Presentation (either bring own laptop or request laptop from Senior Project Coordinator (Print back-up of slide show in case of tech problems!)
2. Senior Project Portfolio
3. Notes for Presentation ( 3x5 cards suggested or PPT slide handouts)
4. Anything else you feel you need to bring to help enhance your presentation.

**Oral Presentation Outline/Organization: (Introduction, Body, Conclusion)**

1. **INTRODUCTION**

* Introduce yourself and greet the evaluator with a smile and a firm handshake.
* Get the attention of your audience by using a story, personal experience, background information, a quote, or any other appropriate method related to your topic.

1. **BODY**

**Purpose of your Senior Project**

* Introduce your topic and explain why you became interested in this topic.

**Research Paper**

* Give a brief summary of your essay.
* Include the main details from your research paper.
* Tell what you found to be the most interesting or fascinating part of your research.

**Project: (Internship or Service Learning or Project)**

* + - *Internship experience/Service Learning* – Where you went, who was your mentor, and how it was connected to your career path or research topic, duties as an intern, what you learned from the internship, what was most interesting or surprising? What was your relationship with your mentor?
* *Project* – What was your project, who was your mentor, how was your project connected to your career path and research topic? Talk briefly about what you learned with specific examples from your project. Make sure that you explain how you spent your fieldwork hours and your relationship with your mentor.

**Learning Stretch**

* How was this project a “learning stretch” for you? I.e. what was new and challenging to you in the process of completing this project? Be positive; don’t dwell on problems, but on solutions.
* Provide examples from your research, internship, project, etc. to support your statements.

1. **CONCLUSION**

**Reflection/What have you learned?**

* Reflect on what you learned from the entire Senior Project experience.
* Describe how you have grown as a person.
* Explain how the Senior Project experience will help you in the future with college or career.
* Provide any relevant anecdotes or examples to help conclude your oral presentation. You might want to talk about what else you would like to learn about your topic or describe your future plans.
* **Last sentence…. ”Thank you for judging; do you have any questions?”**

**Oral Presentation Tips:**

**Appearance:** Your appearance is the **first impression.**

* Gentlemen – long pants, nice collared or button-down shirt, shoes (no slippers) Iron!
* Ladies – dress, skirt, pants, nice top (no shoulders showing & nothing low-cut)
* Dress for success like you would for a job interview. There will be many judges and guests from the community.
* No hats, sunglasses, bling, food, or chewing gum.

**Timing**:

* Prepare a 5-10 minutes presentation. (Total presentation time 8-15 minutes)
* Practice your presentation several times and time it to make sure it is not too short or too long. (Use advisory or capstone time for this!)

**Props**:

* Make sure your storyboard represents all areas of the presentation (see Instructions).
* Do not rely too heavily on your board or note cards for your presentation. YOU ARE the presentation!
* You should *know* your presentation and not *read* your presentation from note cards or presentation board or PPT.

**Language**:

* Use formal language. Avoid pidgin and oks, uhs and ums.
* Speak slowly and clearly and be loud enough so the judge doesn’t have to lean-in to hear you. Practice!
* This may be the first and only impression the judges will have: make it a good one.

**Eye contact**:

* Greet the judge with a handshake, smile and look them in the eyes.
* Maintain eye contact with the judge throughout the presentation.
* Do not read from your cards, only refer to them. Practice this!

**Posture:**

* Stand evenly on both feet. Avoid twisting your feet and legs. You might get off-balance.
* Keep the twitching, wiggling, and shaking under control.
* You want the judge to pay attention to what you are *saying*, not what you are *doing*!

**Be prepared for questions – know your topic!**

1. Why did you choose your topic?
2. What was the most difficult part of doing your project?
3. What help did you get from your mentor?
4. How does this relate to your future goals?
5. Why do you consider your project a learning stretch for you?
6. What did you learn about yourself by doing the project?
7. What was the most valuable asset in accomplishing your project?
8. What advice would you give to juniors about to undertake this project?
9. What skills did you develop in doing this project?
10. How did you finance it?
11. How much time did you spend?
12. Did the project involve knowledge learned in another class?
13. What did you learn from your research?

**Relax and enjoy! You are almost done!**