

How to Do a Presentation?

Class: _____ Number: _____ Chinese Name: _____ English Name: _____

A. () 報告內容: (可選擇以海報或投影片方式呈現)

Unit 5	Ask your group members the three questions below and tell everyone their answers. 1. What do you want to be? (e.g. a marathon runner) 2. What skills or conditions do you need? (e.g. be healthy, be thin, can run for a long time) 3. What is your plan to become a _____? (e.g. run 10 kilometers every day)
Unit 6	1. Choose one place below to introduce: (a.) African Savanna, (b.) Sahara Desert, (c.) Arctic Polar, (d.) Antarctic Polar. 2. Introduce the climate of the place. 3. Choose two things (i.e. animals or plants) in the place to introduce
Unit 7	1. Introduce your favorite movie. 2. Introduce the main characters in the movie. 3. Tell everyone the plot of the movie. 4. How do you feel about the movie?
Unit 8	1. Introduce one kind of animal that is in danger. 2. What are their habits? 3. Why are they in danger? 4. What can we do to save them?

B. () 報告流程 (5-7 minutes):

1. () 問候: Hello, everyone. We are group ____. I'm _____.

2. Show and tell about your project.

3. () 問題時間:

(1) Ask three questions about things you tell the class.

請報告者設計三個與報告內容相關的問題，並請同學回答。

(2) Ask your classmates whether they have any questions or not.

問同學有沒有問題想請問報告者。

4. () 總結:

(1) 統整一下問題時間同學的問答。

(2) 再次提醒報告內容的大重點。

(3) 感謝聽眾: Thanks for listening.

C. 評分項目:

1. Contents 報告內容組織條理 30%

2. Visual aids 報告呈現之創意、視覺效果 20%

3. Presentation skills 報告方式之吸引力(說話技巧及儀態) 20%

4. Team work 團隊默契(合作精神與事前準備) 20%

5. Time management 時間掌握度 10%