

Oral Report

Name _____

This oral report will be on an **Topic** of your choice. For example, you may select an animal, plant, place, event, landmark, famous person or invention for your report.

Here is a check-off list that comes from our in-class discussion.

Questions to ask yourself:

___ Does my report have a hook or lead to kick off my speech?

___ Do I have note cards?

___ Do these note cards only have key words, phrases and/or data that I need to share? Don't write complete sentences. Students often read their speeches instead of speak to the topic when their note cards have more than just notes.

___ If I use a Powerpoint or Prezi, have I practiced not reading my slides? When slides are read that takes away from the eye contact and voice of the speaker.

___ Do I have a conclusion and/or a way to wrap up my speech?



Here are some examples of how you might organize and pr report. Be sure to write your information on note cards.

Information to be included in an oral report on a Famous Person.

___ 1. The famous person's birthplace and date of birth.

___ 2. Facts about their early life-

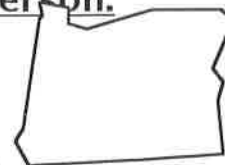
- a. Family
- b. Schooling
- c. Occupation
- d. Other contributions or unusual facts

___ 3. Important contribution to history

- a. What made that person famous?
- b. Did they receive special recognition?
- c. Other related facts.

Information to be included in an oral report on a Landmark or Event

___ 1. The event or landmark.



- ____ 2. Facts about the event or landmark
- location of event or landmark
 - surrounding events (timeline in history)
 - historical and/or economical significance
 - Other related and/or unusual facts

Information to be included in an oral report if on an animal, plant, invention etc.

- ____ 1. The name of the animal, plant, invention or ???
- ____ 2. Facts about the animal, plant, invention or ???
- species, type of
 - discoveries, habits,
 - uses
 - interesting trivia
 - environment etc.
 - (If in doubt, ask your teacher for assistance)

Oral Report Checklist:

- 1. Know your topic. Research it thoroughly.
- 2. Be prepared. Practice what you plan to say in front of a friendly audience (Mom, Dad, your cat) or a mirror.
- 3. Don't try to read your speech. Write just the important points and key words on notecards. (Notecards, unlike paper, won't crinkle and shake if you are nervous.)
- 4. Speak slowly and clearly.
- 5. Speak up!
- 6. Use good eye contact. Each time you look up from your notes, glance at a different area of the room.
- 7. Look over everyone's head at a spot on the back wall if looking at the faces in your audience makes you nervous. Or pick a few friendly faces to look at.
- 8. Your facial expressions should match the mood of what you are saying.
- 9. Use proper voice inflections when excited, asking a question, or to show suspense.
- 10. Try to relax!

