Friday Report Guidelines

**Props:**

To make your report come alive visuals are really important! For example: maps (labeled clearly), pictures, or a poster ( With Titles clearly labeled), dress-up, make a model, demonstrate something, do something creative.

**Organization:**

Write your 5 dates on a calendar at home.

Practice at home to a family member, a friend, the cat, practice, practice! Presentations run 3-5 minutes.

Use index cards or a piece of paper with notes/keywords to keep you on track. Do not use the back of the instruction paper. You can ask your teacher for supplies. If you use one sheet write in different colors so you can look down and find your place. This is meant to guide you. It is NOT a script.

Include an opening that explains what you will be reporting on and a closing to let your audience know your report is finished.

**Eye Contact:**

When presenting make sure you are facing your audience. As you report look up from your index cards at your audience. Do not just read your report. Write key words on the index cards that remind you what to say. You are not standing up and reading a report.

**Articulation (The way you speak):**

Speak clearly and loud enough so people in the back can hear you. Also be very careful not to speak too fast. It is natural to want to rush and get it over. Take breathes between sentences.

**Posture**

Stand up straight and face the audience, never put your back to the audience.