

## Guidelines for In-Class Presentations

1. Your goal in your oral report is to convey some new information in an interesting, even entertaining manner.
2. Consult a variety of sources on your topic: print as well as web materials, books (or chapters in books) as well as articles. You should aim for at least 3 reputable sources. If you use Wikipedia, be sure to check another reference work or encyclopedia to get a range of opinions.
3. Write a brief handout (no more than a page) that synthesizes and digests your material. Put only your best and most important points on the handout. Provide a clear structure of sections for information, interpretation (showing how your material relates to issues of interest to the class), and questions or topics for discussion. Give your handout a good title. Pictures, maps, or charts can be helpful.
4. Use MLA citation form (in-text references in parentheses) to identify the sources of any information that is not common knowledge. Consult the Purdue OWL site for correct citation form (<http://owl.english.purdue.edu/owl/section/2/11/>).
5. Use MLA form for a Works Cited list (this can go on the back of your handout), also available at the Purdue OWL site. Be sure that each item on the Works Cited list is actually cited on your handout. If you used other works but did not cite them on the handout, they can go in a separate Works Consulted list.
6. Practice your report so that you know you can cover your material in five minutes. There will be time for discussion after your presentation. Project your voice, speak slowly and clearly, and make eye contact with members of the audience. Avoid reading directly from your handout. Think of it as a map, not a photograph, of your talk.
7. Once you have delivered your report, note what questions students had about the material and think about what facts or interpretations would expand and solidify your point. Then write a two-page essay to submit for your final grade. This should use MLA form to cite sources and credit them in a Works Cited list (not part of your two pages). Give your essay a good title.

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21L.310 Bestsellers: The Memoir  
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