



Oral presentations: Planning a group presentation

At UniSA a group presentation is a common assessment task. By working together on a presentation you will develop team work and public speaking skills. Group presentations are often evaluated on the quality of the overall group effort as well as on each member's individual presentation. Group members need to reach early agreement on goals, timeline and approaches to collaboration. These four steps are useful:

Step 1. Establishing a group understanding of the task

It is a mistake to assume a common understanding of the task and what individuals and the group are meant to achieve. These need to be thoroughly discussed with reference to any guidelines and agreed criteria in your Course Outline.

A. Establish yourselves as a group

- set a time to meet so that you can learn who everyone is (exchange names and contact details)
- agree on how you will work together (form a schedule of meetings, a record keeping and messaging process and decide on individual roles such as minute taker)

B. Analyse the group task

You cannot assume that you all have a common understanding of the task and what individuals and the group are meant to achieve. Together you need to analyse:

- the topic
- what your group is expected to do
- the criteria that will be used to assess your presentation.

Step 2. Scoping the project

Processes for the task need to be discussed and agreed on quickly. As a team it will be useful to:

- map the whole task and identify any special requirements e.g., use of handouts, audio-visual aids, models, resources
- develop a chart for all group members mapping the complete project e.g.:

| | Task | Useful resources | Name & contact details | Completion date | Comments/Issues |
|---------|------|------------------|------------------------|-----------------|-----------------|
| Stage 1 | | | | | |
| Stage 2 | | | | | |
| | | | | | |

- discuss troubleshooting and ways of dealing with group issues (e.g., members who are over-bearing, miss meetings, fall behind, take on too much, fail to contribute)

Online discussion can be useful, but it is recommended that you meet face to face meetings and time for rehearsals. For fully online students, face to face meetings can happen via Skype or via webinar programs such as Virtual Classroom or Zoom. Your meeting schedule must take everyone's commitments into account.

Step 3. Reviewing your progress

To ensure efficient development and progress, it is important to:

- review members' progress against goals outlined at the outset of the task
- give practical and encouraging feedback to each other
- identify gaps in the material
- re-allocate work if some parts prove easier or harder for some team members than others.

Step 4. Planning the final presentation

Once you've undertaken the required research and achieved your group goals, you need to discuss **how** to orally present the material gathered. Refer again to assessment criteria and then:

- decide on a presentation format and order for speakers
- agree on audio/visual aids for the presentation
- agree on what each person will present
- if your presentation will be on campus, decide on and discuss the physical arrangements for the presentation (e.g., arrival time, the venue's seating, use of aids, handover of speakers)
- schedule rehearsals as a group and as individuals so that you can give each other constructive feedback.

After the presentation

Congratulate each other for putting in all the work to complete the task.

Take a few moments to reflect on your individual performance. Are there ways you can build on this experience in order to produce a better presentation next time?