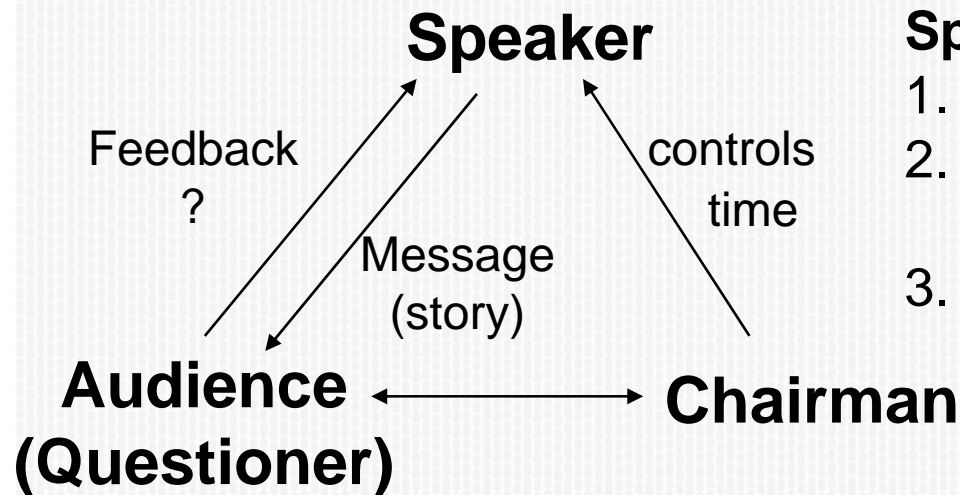


Oral Presentation Flow and roles



Speaker's Job

1. Goes to podium opens file (F5 key)
2. Makes a presentation that audience can understand (send a message)
3. Answers audience questions

Audience

1. Listen to presentation, receive the presentation message
2. Ask questions, request clarification, offer opinions (disagree with message)
3. Make comments or suggestions

Chairman's (mediator) Job

1. Introduces the speaker
2. Time keeper
3. Asks for question, clarifies questions & answers
4. Encourages discussion

Oral Presentations Roles

Speaker	Chair	Audience
Goes to podium, open files from PC desktop	Receives timer	
Press F5 key, begins talk	Introduces speaker	Listens & thinks of ?
Finishes talk	Keeps time, __ min	
Confirms? & answers ?	Opens discussion, for __ min, selects ?er, encourage discussion	Asks ? or comments
Closes file, takes seat	Stops discussion & thanks the speaker	

Please remind the audience to collect an attendance sticker at the door.