

PROJECT OPTIONS

	ORAL PRESENTATION	BROCHURE	SUMMARY PAPER
REQUIREMENTS	<ul style="list-style-type: none"> ▪ 2-4 minutes in length ▪ Use one tool such as a poster, flipchart, whiteboard/chalkboard, overhead projector, or PowerPoint to provide a visual aid during the presentation 	<ul style="list-style-type: none"> ▪ Tri-fold brochure on 8 ½ x 11 inch paper ▪ Use a template in Publisher or create a new brochure ▪ Use graphics, color, and font sizes to make the brochure attractive and interesting to read 	<ul style="list-style-type: none"> ▪ 1-2 pages in length ▪ Use proper grammar and complete sentences ▪ Include the name of student(s) at the top of the paper
FORMAT	<ul style="list-style-type: none"> ▪ Introduction <ul style="list-style-type: none"> ○ Title of presentation, name of student(s), career researched, where information was found, quick overview of presentation, and an attention grabber (a quote, story, or question that gains the audience's attention to the presentation topic) ▪ Body <ul style="list-style-type: none"> ○ Information pertaining to the chosen career divided into five content sections: <ul style="list-style-type: none"> ▪ Job duties ▪ Work conditions ▪ Training requirements ▪ Earning levels ▪ Employment prospects ▪ Conclusion <ul style="list-style-type: none"> ▪ Brief summary of presentation 	<ul style="list-style-type: none"> ▪ Title Panel <ul style="list-style-type: none"> ○ Title of brochure, name of student(s), career researched ▪ Middle Panels <ul style="list-style-type: none"> ○ Information pertaining to the chosen career divided into five content sections: <ul style="list-style-type: none"> ▪ Job duties ▪ Work conditions ▪ Training requirements ▪ Earning levels ▪ Employment prospects ▪ Back Panel <ul style="list-style-type: none"> ○ Site where information was found: <ul style="list-style-type: none"> ▪ Name of the web site and address OR ▪ Name of the person interviewed, their job title, where they work, and their contact information 	<ul style="list-style-type: none"> ▪ Introduction <ul style="list-style-type: none"> ○ Name of career researched and where the information was found (website name OR the name of person interviewed, their job title, and where they work) ▪ Body <ul style="list-style-type: none"> ○ Information pertaining to the chosen career divided into five content sections: <ul style="list-style-type: none"> ▪ Job duties ▪ Work conditions ▪ Training requirements ▪ Earning levels ▪ Employment prospects ▪ Conclusion <ul style="list-style-type: none"> ▪ Brief summary of career information
STEPS TO COMPLETE	<ol style="list-style-type: none"> 1) Refer to the <i>Career Exploration</i> worksheet 2.1.3.A2 for information on the chosen career 2) Write the introduction 3) Outline the body of the presentation 4) Write the conclusion 5) Practice the presentation 6) Make changes and improvements 7) Give the presentation in front of the class 	<ol style="list-style-type: none"> 1) Refer to the <i>Career Exploration</i> worksheet 2.1.3.A2 for information on the chosen career 2) Create the Title Panel 3) Create the Middle Panels 4) Create the Back Panel 5) Select graphics, color, and font sizes 6) Check spelling/grammar and make changes 7) Print the brochure in color 	<ol style="list-style-type: none"> 1) Refer to the Career Exploration worksheet 2.1.3.A2 for information on the chosen career 2) Outline of the main points of the paper 3) Write the introduction 4) Write the body 5) Write the conclusion 6) Check spelling/grammar and make changes 7) Print the summary paper