

VIDEOTAPED ORAL PRESENTATION – REGISTRATION FORM

Bring this form with you to the oral presentation.

NAME: _____

DEPARTMENT: _____

TOPIC: (To be filled in by faculty member)

Date: Time: Place: _____

OVERVIEW: The OPT is a short presentation on the above topic to be presented to a small group including faculty and undergraduate students. The purpose of the presentation is to provide you the opportunity to demonstrate your ability to communicate in English in a classroom setting. You will be evaluated on 1) overall comprehensibility, including grammar and pronunciation, 2) ability to use oral language to interact effectively in a classroom setting.

HOW TO PREPARE: You should present the material as if you were teaching a beginning level class to undergraduates. You will be asked questions by the undergraduate students. Please remember the following:

1. You may write information on the marker board or on an easel pad before beginning your presentation (maximum of 30 seconds)
2. Greet the class and introduce yourself and the topic of the presentation.
3. Present your topic in a logical, coherent format. If time runs out before you have completed your explanations, you will be asked to stop. (Remember: This is a language assessment, you are not penalized for not completing the teaching task.)
4. Open up the floor for questions.

TOTAL TIME: You are allowed a maximum of 7 minutes for steps 2 and 3. The total time for all steps will not go over **10 minutes**.

POWERPOINTS: ITAs will be allowed a maximum of one (1) PowerPoint slide or other visual aid if the ITA's department allows it. The purpose of the visual is to facilitate the explanation of relationships, demonstration of ideas and/or organization of information graphically, not to provide a script or vocabulary list. Therefore, please limit the number of words on the slide to 35 or less. The slide needs to be sent to itap@missouri.edu by 4:00 PM the night before the OPT is scheduled. **NOTE:** Be sure to check with your department to see if powerpoint is allowed at all.

You will be expected to stay within the seven-minute limit for your topic presentation. Thank you for completing the attached Personal Data Sheet.

For ITAP office use only:

Department Representatives	Department Consensus	ITAP Staff	Overall