



## PEF Summer, *At Home Edition* – Lesson Plan

Class: Graduate Defense Short Course	Grade Band: 12th Grade
Teacher: Stotlar	Lesson: Part 5: Doing your Defense
Objectives: Write the presentation and prepare for it	Materials: completed slides and essay
<p>Process:</p> <p>What is going to happen?</p> <p>Who will be on my panel? Your panel will consist of teachers and one administrator, about 4 or 5 people. Students or community members might also take the place of a teacher on your panel. The panel wants you to succeed!</p> <p>How long will I have to present? You will give your presentation, using slides and/or other visual aides, for ten minutes. Then, the panelists will ask you some clarifying questions for about 5 minutes. After that, you will leave the room, the panel will discuss your presentation, and you come back in to hear the results. The entire process takes 20 to 25 minutes.</p> <ul style="list-style-type: none"> <li>- Use note cards but do NOT read your slides</li> <li>- Time your presentation 8-10 minutes</li> <li>- Take a breath. Speak clearly and deliberately. This is your script, avoid words that make you feel uncomfortable.</li> </ul> <p>What if I have serious stage fright? Practicing A LOT can help smooth out your fears.</p> <p>What to Wear? This is the most common question we get asked -- what do I wear for my presentation? As a general rule, you want to look like you are interviewing for a job that you really want. If you are still struggling with this question, please ask for help.</p> <p>Take a look at the presentation rubric. Think about what you are going to do and how you can make sure you meet all of the requirements.</p> <p>In-Person vs Virtual:</p>	

For some people presenting on-line is easier than in person.

There are a few differences to be aware of:

- a. Make sure your internet connect is good
- b. Practice using the present function before your presentation
- c. Check your lighting and sound. Make sure the panel can see your face and hear you.
- d. Check your background. What is behind you? Warn the people around you.
- e. Dress up and do your hair. We won't see your shoes though.

Final Hints:

1. Practice, practice, practice.
2. Get feedback. Ask your family, friends or teachers.
3. No one is perfect. It will be ok.

What to do:

1. Use your slides and write down what you are going to say for each slide.
2. You can include information not included in your essay but try not too.
3. Make sure you spend at least 30 sec on a slide but not more than 2 minutes.  
(Unless you are playing a clip of video or music).
4. Time your presentation.

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