

Oral Summary Assignment

Step 1: Select and read a newspaper article of your choice. Use one of the summary techniques discussed in class (check off below which technique you will use).

- | | |
|--|---|
| <input type="checkbox"/> Technique 1: Write a Headline for Each Chunk of Text
<input type="checkbox"/> Technique 2: Active Listening (reading)
<input type="checkbox"/> Technique 3: Key Words
<input type="checkbox"/> Technique 4: Somebody Wanted But So | <input type="checkbox"/> Technique 5: P-Q-R-S-T
<input type="checkbox"/> Technique 6: Important Sentences
<input type="checkbox"/> Technique 7: Summary Pyramid |
|--|---|

Step 2: Fill in the chart below using point-form notes.

Title and Author	
Main Idea	
Supporting Details for the Main Idea	❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖
Conclude	

Step 3: Using the information in the chart, prepare a summary that you will deliver orally to the class.

Step 4: Be prepared to speak using appropriate posture, gestures, eye contact, intonation, pacing, etc. Be clear and emphasize key points. Know your content well and do not rely on notes; rather, use them only when absolutely necessary.

EVALUATION:

Summary Content:

- | | | |
|---|-----------|------------|
| Introduction includes title, author, and main idea | 0 1 2 | |
| Body contains main supporting ideas specific to the main idea | 0 1 2 | |
| Body is organized well | 0 1 | /10 |
| Conclusion restates main idea | 0 1 | |
| Process work (this sheet) is complete | 0 1 2 3 4 | |

Presentation Skills:

- | | | |
|---------------------------------|-------|------------|
| Eye contact | 0 1 2 | |
| Posture and gesture | 0 1 2 | |
| Pace | 0 1 2 | /10 |
| Volume, clarity, and intonation | 0 1 2 | |
| Avoids verbal fillers (ie. Um) | 0 1 2 | |