**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_ Guidelines**

**World History I**

**Rome Presentation**

Aspects of a Presentation

There will be times in your lives when you will be required to go before a group of people to speak. When these moments occur, you’ll need to be ***positive***, ***confident***, and ***knowledgeable***. The following are some of the things that you should consider before the day of the presentation. I will be looking to make sure that you’ve mastered them.

1. **Plan**

Whenever you present something, I expect that you will consider what you’re being asked to do. Here, your goal is to provide information to your fellow classmates. To accomplish this task, you NEED to plan things out. Never just get up and speak. A smooth presentation is impressive and easy to follow for the entire audience.

1. **Visuals**

You should always have some type of **visual** accompanying your presentation. Visuals break up the monotony of speaking and give the audience something to focus on (other than you). They also help people visualize what you’re trying to say. Choose these well; I want to see that you *actually* used them to add something to your presentation. They should not be an afterthought. **Visuals** might include: PowerPoints, Prezi, maps, handouts, artifacts, dressing up, etc.

1. **Appearance**

Would you go to an interview wearing ripped jeans and old sneakers? You may think “it’s only a school presentation” but I can assure you that feeling good about your appearance will give you confidence during the presentation. You’ll take it more seriously if you take the time to dress up. You don’t have to wear a 3-piece suit, but take some extra time in the morning and look good.

1. **Speech and Eye Contact**

Speaking in a loud and clear manner lets the audience know that you are sure of yourself and in charge of the room. Making eye contact lets them know that you want their attention. I would suggest starting at one side of the room and scanning to the other (and beginning the process again). Make eye contact with each person if possible. It is your job as the presenter to get and maintain the attention of your audience. Don’t be afraid to call them back if they wander.

1. **Get them Involved**

You may want to **get the audience involved** in what is going on. Give them a handout, ask questions, and use their names if you must. Getting the audience involved helps to keep their attention.

1. **Know your Topic**

The very worst thing you can do is be unprepared and unsure of the information during your presentation. When you are in front of a group of people you should be confident in what you have to say. To complete a sentence with “I think” or “I’m not sure” is the death of a presentation. It is your job to be sure! How can you avoid the problem of “not knowing”? Be thorough with your research. If you know your topic by heart and are confident about that fact, you will deliver a stellar presentation.

1. **Be Prepared**

Have everything you need ready to go. Don’t wait until the last minute to have copies made or to decide the order of the information in your presentation. Don’t give yourself something to worry about right before it’s time to present. Get your stuff together early.

##### Works Cited Guide

A bibliography is a list of all the sources you quoted or paraphrased to prepare your project. The list of sources displays the research you have completed and provides a list of references for the benefit of those who wish to investigate further. Sources that were not actually cited in the paper should not be included in the bibliography.

There are several bibliographic styles. We will use the style of the *MLA Handbook for Writers of Research Papers*. Some rules for an MLA style bibliography are:

1. Double-space all entries.
2. Arrange all bibliographic entries alphabetically by the last name of the author or editor. If no author or editor is given, alphabetize the entry by the first word of the title. Ignore “A,” “An,” or “The” in the title.
3. Use hanging indent paragraph styles (the first line of the paragraph is aligned with the left margin, and all subsequent lines are indented 5 spaces (or ½ inch) from the left margin).
4. Type authors’ last names first, with the last and first names separated by a comma, unless there are two or more authors. For references that have multiple authors, type the last name first for the first author, and type subsequent names with the first name first.
5. Type titles’ full names and begin each important word with a capital letter. Use italics or underlines for the titles of books, magazines, and newspapers.
6. Enclose titles of periodical articles in quotation marks. Put a period before the last quotation mark.
7. Type publication information (city where published: publisher’s name, year of publication) after each title. First look for publication information on the title page and next on the copyright page. If several cities are listed, use only the first.
8. Most bibliography entries do not include page numbers. However, include pages when you use only a part of a book. For example, an entry for a chapter in a book or an article in a magazine or encyclopedia should contain page numbers for the complete chapter or article.
9. Separate each part of each bibliography entry with a period followed by two spaces. Place a period at the end of each entry. Author. *Title*. City: Publisher, date.
10. Annotations are a few short sentences that you write to describe or evaluate each source you used. For more information on annotations, use <http://owl.english.purdue.edu/handouts/general/gl_annotatedbib.html> which includes instructions and examples.

Below are example entries for different kinds of material you might need to include in a bibliography.   Be sure to consult the *MLA Handbook for Writers of Research Papers* if you need directions for citing a source not listed here. There is a copy in room C208, as well as in the media center. There are also helpful internet sites such as [www.iconn.org](http://www.iconn.org) and <http://owl.english.purdue.edu/handouts/research/r_mla.html>. The “owl” site includes a link to an excellent section on annotated bibliographies (also listed above in #10).

#### Books

**With one author** (always write author’s name as you find it on the title page)

Salinger, J.D. *The Catcher in the Rye*. Boston: Little, Brown and Company, 1951.

With 2-3 authors and/or Editions other than the first

Levine, John R., Carol Baroundi, and Margaret Levine Young. *The Internet for Dummies*. 3rd Ed. Foster City, CA: IDG Books Worldwide, Inc., 1995.

## With 4 or more authors

(Use *et al.* Latin for *and others*, instead of listing all authors).

Danzer, Gerald A., et. al. *The Americans*. Evanston, IL: McDougal Littell, 1998.

With no author

*Quotable Quotes: Wit and Wisdom for All Occasions From America’s Most Popular Magazine*. Pleasantville, NY: The Reader’s Digest Association, Inc., 1997.

**Poem, Short Story, Essay or Chapter from a book** (include page numbers at the end)

Angelou, Maya. “Remembering.” *Poems*. New York: Bantam Books, 1986. 11.

**Encyclopedia, Almanac, or Atlas Articles**

Signed article

Fitzpatrick, John C. “George Washington.” *Dictionary of American Biography*. Ed. Dumas Malone. Vol. 10. New York: Charles Scribner’s Sons, 1936.

Unsigned article

“Emperor Penguin.” *Encyclopedia Americana International Edition*. Vol. 10. Danbury: Grolier Inc., 1992.

**Magazines or Newspapers** (include page numbers at the end)

Signed article

Montaigne, Fen. “ Iran: Testing the Waters of Reform.” *National Geographic.* Vol. 196, No.1 (July 1999): 2-33.

**Unsigned article** (page number includes newspaper section “D” and page “6”)

“SNET Tied for Best Local Phone Company.” *The Hartford Courant*. 6 Aug. 1999: D6.

# Personal Interviews

Clinton, Bill. Personal Interview. 23 Sept. 1995.

#### TV or Radio

“Frontier Doctors.” *In Search of History: Wild Wild West*. The History Channel. 30 June 1999.

## Art (original artist, title, date; then the book where you found it, and a page/plate number)

Van Der Werff, Adriaen. *Boy with a Mousetrap*. 1676. Richard Green Galleries, London. *Masters of Seventeenth Century Dutch Genre Painting*. Organized by Peter C. Sutton. Philadelphia: Philadelphia Museum of Art, 1984. Plate 125.

**Music**

Simon, Paul, and Milton Nascimento. “Spirit Voices.” *The Rhythm of the Saints*. Warner Bros. Records Inc., 1990.

**Map, Chart, or Cartoon** (after the title, tell the reader what kind of source it is: map, chart, cartoon)

Map

*Vermont Life: Bicycle Vermont*. Map. Essex Junction, VT: Green Mountain Maps and Guides, 1993.

Chart

Sanchez-Albornoz, Nicolas. “Native American Population of Central Mexico, 1519-1605.” Chart. *World History: Patterns of Civilization* by Burton F. Beers. Englewood Cliffs: Prentice Hall, 1993: 360.

Cartoon

Davis, Jim. “Garfield.” Cartoon. *The Hartford Courant*. 6 Aug. 1999: F6.

#### Electronic Sources

Signed multimedia encyclopedia article

Harmon, John E. and Richard D. Brown. “Connecticut.” *Microsoft Encarta 98 Encyclopedia.* 1998 ed. CD-ROM. Microsoft Corporation, 1997.

Unsigned multimedia encyclopedia article

“Thanksgiving Day.” *Microsoft Encarta 98 Encyclopedia.* 1998 ed. CD-ROM. Microsoft Corporation, 1997.

Computer software

“Mavis Beacon Teaches Typing 8.0” CD-ROM. Mindscape, Inc., 1997.

**Internet** (Author, title, date posted, database, date you viewed it, http://address/filename.)

Internet Site

*Modern Language Association of America*. 6 August 1999. <http://www.mla.org/>.

Signed Internet Article

Ethier, Bryan. “Henry Aaron Remembers.” June 1999. *The HistoryNet: Where History Lives on the Web*. 6 August 1999. <http://www.historynet.com/AmericanHistory/articles/1999/
06992\_cover.htm>.

Unsigned Internet Article

“MLA Style.” *Modern Language Association of America.* 6 August 1999. <http://www.mla.org/set\_stl.htm>.