

Survey of Oral Presentation Skills	PAD 684 (Budget - State and Local)	PAD 685 (IGR)	PAD 680 (Public Policy)	PAD 666 (Computer Applications)	PAD 681 (Strategic Management)	PAD 682 (Org. Beh.)
1. How many total oral presentations are required in this class?	0	1	1	0	2	2
(a) Number of <i>graded</i> presentations	0	1	1	0	0	1
(a) Number of <i>ungraded</i> presentations	0	0	0	0	0	1
2. Do you give explicit instruction in your class on the <i>techniques</i> of oral presentations?	No	Yes	No	No	yes	yes
3. Do you provide implicit or optional training in oral presentation techniques?	No	No	Yes	No	No	
(a) If so, what?		Just a note - the presentation is a group presentation.	Recommended, but optional article on presentation techniques included on class web page		I use toastmaster principles to teach how to give oral presentations.	
4. Are there any secondary or indirect or cognate activities in your class that would improve presentation skills?	No	No	Yes	No	yes	yes
(a) If so, what?			Discussion and participation strong components of course grade		peer evaluations, self evaluations of video taped performance	peer evaluations, self evaluations of video taped performance
5. Do you provide explicit feedback on the students' oral presentation <i>techniques</i> (as opposed to <i>content</i>)?	No	No	Yes	N/A	Yes	Yes
(a) Please elaborate			Feedback given on overall quality of presentation. Not necessarily specific		Use a grading sheet with 10 points on it.	Use a grading sheet with 10 points on it.
6. Is presentation equipment available for students' presentations?	No	Yes	Yes	N/A	yes	yes
(a) If so, please elaborate		Power Point, TV and Video Player, Overhead projector	Projector, laptop computer and Power Point available for all presentations;		cam corder, vcr, overhead projector and powerpoint.	cam corder, vcr, overhead projector and powerpoint.
7. Do you provide instruction in the use of Power Point in your class?	No	No	No	Yes	Informal only	no
(a) If so, please elaborate				Three class sessions are devoted to intermediate and advanced techniques	Not structured- only at student request. Rely on Dan Sargeant.	
8. What percentage of the students' presentations use Power Point?		90%	90%	N/A	50%	???
(a) If so, please elaborate						
9. Do you require the use of Power Point for student presentations?	No	No	No	N/A	not yet	no
(a) If not, do you encourage your students to use Power		No it is up to them.	Yes	N/A	Yes	???
10. Please elaborate on any extra activities you do that are directed at improving students' oral presentation skills, including any that might improve generic skills in oral communications.			General encouragement of students to voice their opinion in class.		Students receive feedback immediately following presentations from fellow class mates and I evaluate on a special evaluation form. At times I try to model good presentation skills and demonstrate how to use flip charts, transparencies and video clips to enliven presentations.	