The Job Interview
Oral Presentation Checklist

MLA Works Cited Elements:

- Make sure heading is in MLA format.
- Make sure citations are in alphabetic order.
- Make sure you have 5 sources (2 books or scholarly journals, plus 3 others which may be newspapers, magazines, or proper websites like .edu, .gov, or appropriate .com). It’s best if your citations are a mixture of these sources.
- Make sure there are hanging indents when necessary.

Oral Presentation Elements:

- Make sure you use 3 to 5 index cards with bullet points of your speech.
- Don’t write your speech on index cards and read it to us. That’s not extemporaneous.
- Make sure you begin standing in the center of the room, holding index cards with both hands, feet 6 to 10 inches apart.
- Make sure you introduce yourself at the beginning, say “Thank you” when your speech is over, THEN ask “Are there any questions?”
- Make sure you make (or fake) eye contact with students on both sides of the room.
- Make sure to project your voice so students can hear you in the back of the room.
- Be sure to practice, take out “Ums” and other nervous space holders you may use.

Audience:

- Be sure to pay attention, not talk during a classmates’ presentation, and don’t walk around or leave the room during a presentation (-50pts).
- Can move during Question & Answer and while students walk to (or from) presentation.

Remember: Some of the information you present may end up as extra credit on the final. You may want to take notes during your classmates’ presentations. One way to combat nervousness is to remember the presentation is not about you. It’s about the information that may help you (and your classmates) earn more points on the final.