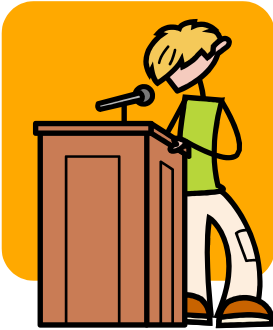


# Quarter 2 Book Report

## Formal Oral Presentation



You have read your book. Now you need to think about how to share it with your audience!

Public speaking is a valuable life skill. You will use it formally (in school and on the job) and informally (volunteer work, coaching, giving a toast at a wedding). Take the time to learn to do it well!

### General Speaking “Rules”

- Dress for success.
- Walk confidently to the podium.
- Pause a few seconds before you begin to organize your outline and breathe!
- Stand straight and tall.
- Begin your speech looking at the audience. Continue speaking loud and clear.
- Take your time. Speak at a moderate pace.
- Add inflexion to your voice.
- Look at the audience often.
- Speak to the audience. **Do not read** (you may use an outline, but you may NOT write out your speech or use your “Outline Rough Draft” packet).
- Use your hands to show expression, but do not overuse.
- Keep your feet firmly on the ground. Do not rock from side to side.
- Pause a few seconds at the end. Don’t rush to sit down.
- **Practice, practice, practice!** Give your speech to your parent, brothers, sisters, pets, stuffed animals, even yourself in the mirror. Practicing will increase our confidence.

**\*\*Make sure you have the book with you! Your audience will remember your book more if they see it in addition to hearing about it!**

Fill out the “Outline Rough Draft” for your speech. Then use an additional sheet of paper or a note card to make notes for your speech. Do NOT write out the whole speech word-for-word.



**Quarter 2 Book Report  
Outline Rough Draft**

**I. Introduction**

**A. Creative Beginning (a quotation, dramatic example/fact, an anecdote or mini story, an analogy, a question)**

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**B. State the title and author.**

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**C. State why you chose your book.**

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## **II. Body**

**A. Describe the plot of your book (don't give away the ending).**

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**B. Describe the main characters.**

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**C. Quote your favorite passage from the book. (Make sure you explain the quote either before or after you state it. Tell who said it and any pertinent background or context information the audience needs to know to understand the quote.)**

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### **III. Conclusion**

**A. Give the book a rating on a scale of 1-10 with 10 being the highest and 1 being the lowest. Explain your rating.**

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**B. Re-state the title and author of your book. Mention where you got the book and where another person could get it.**

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Name \_\_\_\_\_

## Oral Book Report Rubric

Ideas/content \_\_\_\_\_/25 pts.

- Title and author stated
- Reason for choosing book is explained
- Plot of book explained (ending not given away)
- Main characters described
- Favorite passage quoted and explained
- Rating of book is given and explained
- Presentation is interesting with some specific details given

Delivery \_\_\_\_\_/15 pts.

- The presentation fit within the time limit of 2-3 minutes
- Speaker was prepared and appeared to have practiced
- Speaker kept eye contact with entire audience
- The audience could easily hear the speaker
- The speaker stood up straight, still, and didn't have any distracting gestures

Organization \_\_\_\_\_/10 pts.

- The introduction caught the audience's attention
- A transition word or phrase signaled the transition into the body and conclusion of the speech
- The conclusion wrapped up the speech and brought it to a smooth close

Notes/book \_\_\_\_\_/10 pts.

- The notes used by the speaker were outlined with key words (not the whole speech written out)
- The speaker had the book to use as a visual aid

Total _____/60 points
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