EO C309.01 – DELIVER A ONE-MINUTE VERBAL PRESENTATION

1. **Performance.** Deliver a One-Minute Verbal Presentation.

2. **Conditions**

   a. Given:

      (1) List of approved topics, and

      (2) Supervision.

   b. Denied: Assistance.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard.** The cadet shall deliver a one-minute verbal presentation.

4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Review effective-speaking techniques, to include: a. elements of voice control, b. elements of physical presence, and c. preparation.	Group Discussion	15 min	C1-133 (pp. 85–98, pp. 99–124, pp. 183–210)
TP2	Explain the expectations of the one-minute verbal presentation.	Interactive Lecture	10 min	
TP3	Conduct an activity where the cadets will deliver a one-minute verbal presentation.	Practical Activity	25 min	

5. **Time**

   a. Introduction/Conclusion: 10 min

   b. Group Discussion: 15 min

   c. Interactive Lecture: 10 min

   d. Practical Activity: 25 min

   e. Total: 60 min

6. **Substantiation**

   a. A group discussion was chosen for TP 1 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions and feelings about public speaking.

   b. An interactive lecture was chosen for TP 2 as it allows the instructor to explain the expectations of the cadets for the one-minute verbal presentation.

   c. A practical activity was chosen for TP 3 as it is an interactive way to help the cadets develop effective-speaking skills in a safe and controlled environment.

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Verify against the official publication.

7. **References.** C1-132 (ISBN 1-890460-03-6) Jensen, E. (1998). *Trainer's Bonanza: Over 1000 Fabulous Tips & Tools*. San Diego, CA: The Brain Store.

8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area.

9. **Learning Aids**

   a. List of approved topics, and

   b. Verbal Presentation Feedback Form.

10. **Test Details.** N/A.

11. **Remarks**

    a. TP 3 should be scheduled on a separate training night after TPs 1 and 2 have been conducted.

    b. This EO should be scheduled after EO M309.03 (Describe Effective Speaking Techniques) and before EO M309.06 (Plan a Lesson).

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