Preparation & Professionalism at 8th Grade Passages

April 2014
This Week:
Finish Your Script & Practice Your Delivery

<table>
<thead>
<tr>
<th>WHAT</th>
<th>ACOMPLISHED</th>
<th>DEVELOPING</th>
<th>BEGINNING</th>
<th>NOTES/EVIDENCE</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL STATEMENT</td>
<td>A meaningful and effective introduction</td>
<td>A partial or confusing personal statement shared as introduction</td>
<td>Brief or missing personal statement</td>
<td></td>
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<tr>
<td>GOAL-SETTING &amp; COLLEGE / CAREER CONNECTIONS</td>
<td>Long-term and supporting goals are clear and research-based</td>
<td>Long-term and supporting goals are unclear and/or missing research</td>
<td>Missing long-term and supporting goals</td>
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<tr>
<td>College and career connections are relevant and insightful</td>
<td></td>
<td></td>
<td>Missing college and career connections</td>
<td></td>
<td></td>
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<tr>
<td>LEARNING TARGET EVIDENCE #1 AND ACADEMIC GROWTH</td>
<td>Semester 1 work sample is shared + Detailed, insightful explanation of academic growth</td>
<td>Semester 1 work sample is shared + Some explanation of academic growth</td>
<td>Limited or missing Semester 1 work sample</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Limited or missing explanation of academic growth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEARNING TARGET EVIDENCE #2 AND ACADEMIC GROWTH</td>
<td>Semester 2 work sample is shared + Detailed, insightful explanation of academic growth</td>
<td>Semester 2 work sample is shared + Some explanation of academic growth</td>
<td>Limited or missing Semester 2 work sample</td>
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<td></td>
<td></td>
<td></td>
<td>Limited or missing explanation of academic growth</td>
<td></td>
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<tr>
<td>BEHAVIOR TARGET(S) &amp; CHARACTER GROWTH</td>
<td>Clear understanding of behavior target(s) + Thorough self-reflection and evidence of character growth in and outside of classroom</td>
<td>Behavior target(s) addressed + Some explanation of character growth in and outside of classroom</td>
<td>Limited or missing behavior target + Limited or missing explanation of character growth in and outside of classroom</td>
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<tr>
<td>ORGANIZATION OF PRESENTATION</td>
<td>Ideas are presented in a logical, organized format</td>
<td>Inconsistent organization of ideas</td>
<td>Inconsistent organization of ideas; transitions suggested</td>
<td></td>
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<tr>
<td>DELIVERY</td>
<td>Effective use of body language, eye contact, volume, and speed enhance presentation</td>
<td>Some use of body language, eye contact, volume, and speed to enhance the presentation</td>
<td>Audience distracted by or has difficulty understanding presentation because of body language, eye contact, volume and speed</td>
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</table>

Content ➔ Oral Presentation Skills ➔
This Week:
Plan What (Not) To Wear *

Dress Code

- These are suggestions for the Passages Dress Code; they are not required.
- Complete adherence to the HS2 Dress Code is required.*
- Please note, religious practices and gender identification override these suggestions.

Female Dress Code

- Modest make-up; avoid making your make-up the focus of your appearance!
- Closed-toed shoes if possible. Avoid high heels. Flats are fine.
- Jackets, especially black, dress up an outfit
- Try to wear tops with sleeves (e.g. avoid sleeveless attire)
- Dress modestly
  - No short skirts
  - No low necklines
  - No exposed bras straps
  - No see through items
  - Avoid neon bright colors, if possible. Colors like black, white, gray or navy are recommended.
- Dress as professionally and conservatively as you can. All options are considered professional-looking:
  
  **Option #1:** Dark skirt and coordinated blouse/sweater
  
  **Option #2:** Dress pants (not jeans) and coordinated blouse/sweater
  
  **Option #3:** Dress

Male Dress Code

- Avoid sagging pants
- Dark, closed-toed shoes (if you already own these). Otherwise, clean tennis shoes.
- Dress as professionally and conservatively as you can. Option #1 is the best. However, dress as well as you can, considering your circumstances:

  **Option #1:** Suit, button-up shirt, and tie
  
  **Option #2:** Nice slacks, button-up shirt and tie
  
  **Option #3:** Nice slacks and button-up shirt
  
  **Option #4:** Nice jeans and button-up shirt or polo shirt.

* These guidelines also apply to 10th & 12th grade Passages and 11th grade Mock Interviews
The Day Of: Come Prepared

- Have your student work for Panelists to view neatly organized in a binder or folder
- Have back-ups of any digital formats
  - 2nd USB drive
  - Your own laptop, if need be
- Arrive at HS2 at least 30 minutes ahead of time slot
- Head to Room 1041 to check in and confirm your room assignment
- Double-check your presentation compatibility using 1041’s Mac laptops (unless you bring your own)

1041: Passages sign-in & sign-out
The Day Of: Before You Begin

Before you even begin your Introduction:

- Block less than 2 minutes to set up your visuals and any digital components
- Formally introduce yourself with direct eye contact & a firm handshake
The Day Of: Oral Presentation Skills

- Remain standing for entire presentation, unless otherwise noted for health reasons

- Do not read directly from written script; have notecards or PowerPoint slides (or similar) to guide you
The Day Of: Conclusion Suggestions

Dislike

“In conclusion…..”

“Umm, yeah. So that’s my presentation. Any questions?”

“Thanks for listening to my Powerpoint.”

Like

- Transition options: As demonstrated, As a result, As stated, Consequently, In sum, It is evident that, Therefore, etc.
- Restate purpose of Passages
- AAAWWUBBIS statement summarizing your thoughts on this Passages process and its effects on you personally

AAWWUBBIS!

As
Although
After
While
When(ever)
Unless
Because
Before
If
Since
The Day Of: Q & A and Closing

- Actively invite panelists to ask questions, e.g. “I would like to answer any questions you have.”

- Remaining standing for Q & A, too

- Individually thank each member of your Passages Panel before you leave the room (closing handshake is optional)
The Day Of & Beyond: Post-Presentation

Head back to 1041!

- Every student must complete a Post-Passages Evaluation form
- Every student must sign out for attendance purposes

And when will I find out my presentation score?

- Reported to Crew leaders by Monday, April 21st