At UniSA a group presentation is a common assessment task. By working together on a presentation you will develop teamwork and public speaking skills. Group presentations are often evaluated on the quality of the overall group effort as well as on each member’s individual presentation. Group members need to reach early agreement on goals, timeline and approaches to collaboration. These four steps are useful:

**Step 1. Establishing a group understanding of the task**
It is a mistake to assume a common understanding of the task and what individuals and the group are meant to achieve. These need to be thoroughly discussed with reference to any guidelines and agreed criteria in your Course Outline.

A. *Establish yourselves as a group*
- set a time to meet so that you can learn who everyone is (exchange names and contact details)
- agree on how you will work together (form a schedule of meetings, a record keeping and messaging process and decide on individual roles such as minute taker).

B. *Analyse the group task*
You cannot assume that you all have a common understanding of the task and what individuals and the group are meant to achieve. Together you need to analyse:
- the topic
- what your group is expected to do
- the criteria that will be used to assess your presentation.

**Step 2. Scoping the project**
Processes for the task need to be discussed and agreed on quickly. As a team it will be useful to:
- map the whole task and identify any special requirements e.g. use of handouts, audio-visual aids, models, resources
- develop a chart for all group members mapping the complete project e.g.:

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Useful Resources</th>
<th>Member name &amp; contact details</th>
<th>Completion date</th>
<th>Comments/Iissues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td></td>
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<td></td>
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<tr>
<td>Stage 2</td>
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</tr>
</tbody>
</table>

- discuss trouble-shooting and ways of dealing with group issues (e.g. members who are overbearing, miss meetings, fall behind, take on too much, fail to contribute)
Electronic discussion can be useful but you will also need face to face meetings and time for rehearsals. Your meeting schedule must take everyone’s commitments into account.

**Step 3. Reviewing your progress**

To ensure efficient development and progress, it is important to:

- review members’ progress against goals outlined at the outset of the task
- give practical and encouraging feedback to each other
- identify gaps in the material
- re-allocate work if some parts prove easier or harder for some team members than others

**Step 4. Planning the final presentation**

Once you’ve undertaken the required research and achieved your group goals, you need to discuss how to orally present the material gathered. Refer again to assessment criteria and then:

- decide on a presentation format and order for speakers
- agree on audio/visual aids for the presentation
- agree on what each person will present
- decide on and discuss the physical arrangements for the presentation (e.g. arrival time, the venue’s seating, use of aids, handover of speakers)
- schedule rehearsals as a group and as individuals so that you can give each other constructive feedback

**After the presentation**

Congratulate each other for putting in all the work to complete the task.

Take a few moments to reflect on your individual performance. Are there ways you can build on this experience in order to produce a better presentation next time?

**Useful links**

Visit the module [Improving your academic skills](#) for more information about:
- Speaking - Useful language for oral presentations

Visit the module [Getting started](#) for more information about:
- Learning at uni - Working in groups