

## Appendix 2: Code Sheet for Oral Presentations

Use one code sheet for each Oral Presentation (OP)

Dept \_\_\_\_\_

Course # \_\_\_\_\_

# of OPs on this syllabus: \_\_\_\_\_

### 1. TYPE of OP assigned

- 101- Informative  
of paper / project / lab  
demonstration of a technique
- 102- Persuasive
- 103- Debate an issue
- 104 - Artistic (play/drama)
- 105- Personal narrative
- 106 - Discussion Facilitation
- 107 -Teach a unit/concept
- 109 - Preaching
- 110- Poster presentation
- 108 Other : \_\_\_\_\_

### 2. Listing on the Syllabus

- 201 -as its own assignment
- 202- as a sub-assignment (to a  
paper/project/lab...)

### 3. Mandatory elements?

308- No / 301- Yes

If yes, what?

- 3011- Length
- 3012 - Powerpoint
- 3014- Handout
- 3015 - Outline
- 3016 - Q & A session
- 3017 - Explicit Integration of Faith
- 3018 - Other:  
\_\_\_\_\_

### 4. Formality:

- 401 -Formal
- 402 - Informal
- 408 - Unknown

### 5. Delivery Type

- 508 - None stated
- 501 - Memorized
- 502 - Extemporaneous
- 503 - Read paper out loud
- 504 - Powerpoint
- 505 - Guided Instruction

### 6. Nonverbal elements required?

608 - No / Yes -601

If yes:

- 6011- Physical appearance /attire
- 6012- Kinesics (gestures/ eye  
contact/etc)
- 6013- Vocalics
- 6014- Other: \_\_\_\_\_

### 7. Topics

- 701-Assigned by instructor
- 702-Chosen by student
- 703-Unknown

### 8. # people presenting

- 801-Individual
- 802-Pairs
- 803Groups (3+)

### 9. Required length of OP

908- No / Yes -901

If yes state length: See # 10.  
\_\_\_\_\_

### 10. Length of OP in minutes

N minutes

### 11. Weight of the OP

10% Percentage of total course points: