

Audience Participation Report

Description

Instead of reporting in a one-way, pre-planned talk, engage your audience as you present your information: have them participate by asking questions, adding comments, or providing feedback. Here are six types of interactive reports:

1. *Outline report:* Give your audience members an outline of the information you will present in your report. After talking for about five minutes, divide your audience into small groups. Give each group two minutes to answer a question, think about an issue, or discuss a topic related to the report. Then, gather your audience back together for another five minutes of presentation and address the assigned question, point, or discussion topic in the talk.
2. *Guided report:* Give your audience members a list of three to five major points you plan to cover in your report. Ask them to listen to the report without taking any notes. At the end of the report, audience members write all the information they can recall. Then, working with partners, audience members combine their notes to reflect the report's content. In a large group review, you can fill in any gaps of information.
3. *Responsive report:* After you have decided on the topic of your report, give each person who will be in the audience a 3" x 5" file card to write an important question on the topic of the report. Then, using the questions on the file cards as guides, research and prepare your report.
4. *Demonstration report:* Prepare a five- to ten-minute talk that involves an active demonstration, experiment, or hands-on application related to your topic. Ask your audience members to respond by writing a conclusion, summary, or brief explanation of what happened and what they observed.
5. *Think/write/discuss report:* Prepare three questions to ask audience members as you move through your report. Ask the first question before the report begins, and make it a motivational question—try to get them interested in the topic. (For example: If you could do one thing in your life to prevent developing diabetes, would you do it?) In the middle of the report, ask the second question, which should require the audience members to write a short response to clarify a point or concept in the report. (For example: Do you have to totally cut out sugar from your diet to prevent diabetes? Explain your answer.) At the end of the report, ask the third question, which should ask for feedback about something they learned, something that needs further clarification, or something they misunderstood. (For example: What are two actions you can take to prevent getting Type 2 diabetes?)
6. *Bingo report:* Prepare a bingo grid with a key idea in each cell that you will discuss in your report. When audience members hear the idea discussed during the report, they cover the appropriate space with a marker. The first person to get

the cells completed across, down, or on a diagonal shouts “bingo” and wins that round. A “cover all” round is an alternative.

Planning

1. After selecting your report topic, decide which of the six formats above is the most appropriate for your chosen topic.
2. Develop a rubric to guide your work and collect feedback after your report. Ask your teacher for feedback and approval of the rubric.
3. Prepare the required material, whether it is an outline, a list of major points, a collection of completed file cards, a conclusion/summary/explanation, a series of three questions, or a set of bingo cards.
4. When you are ready, ask your teacher to schedule your report. Using your materials, involve the audience in your presentation of information.

Assessing

1. Collect the papers, questions, summaries, notes, conclusions/summaries/ explanations, or bingo cards from all audience members and analyze them to determine how successful you were in teaching the material in your report.
2. If possible, select more than one report format and try each with a small group of students to determine which one seems to work best for you and for the audience.
3. Make a list of pros and cons for each of the reporting formats outlined above from your perspective. Use this information to help you select a format to use the next time you present a report to an audience.
4. Complete your rubric and a Student Research Checklist.

Technology Connection

1. You might want to engage your audience at the start of your report by showing a short movie clip. After the clip, ask a question to get the audience thinking about the topic of your report (For example, “What might have led up to this point in the film? What might happen next?” or “What do you think about this situation?”)
2. For the Bingo report, use the bingo card creator at http://facstaff.uww.edu/jonesd/games/games_parade_buzz_word_bingo.html
3. For the outline format use http://www.hawaii.edu/gened/oc/outline_format.htm
4. For the response report: have audience members blog about the report topic in advance of the presentation. Excellent free resources that will help you know what parts of your topic spark your audience’s interest are *blogger.com* and *wiki.com*.
5. For tips on engaging your audience during a report, use <http://academics.hamilton.edu/occ/engagingyouraudience.pdf>