YSG 3 COMPUTER-ASSISTED PRESENTATION

Corresponding YSG Presentations:

YSG 3 - For Such a Time As This (5-7 min.)

YSG 3 - To Know Wisdom and Instruction (5-7 min.)

Computer-Assisted Presentation Ballot (CAP)

Computer-Assisted Presentation Script Submission Form

Contents

(Click on underlined words.)

Description

The speaker will practice writing and delivering an informative or persuasive speech that is enhanced and supported by a computer presentation that includes digital media (graphic, video, and/or audio aids).

Time Allotted

7 minutes - beginning when the speaker's name is called and ends when he leaves the platform with his computing device.

Evaluation Criteria

Speakers will be evaluated on:

- Speaking in a conversational manner.
- Exhibiting a professional appearance.
- Engaging the audience.
- Supporting the thesis with logical flow of ideas and smooth transitions.
- Incorporating quality visual and/or audio components that enhance the presentation.
- Expressing ideas with creativity and eloquence.

- Demonstrating skill and ease in the use of technology.
- Communicating a purpose with appeal and impact.

Rules

- The presentation will
  - be an original work written by the speaker.
  - include a minimum of three sources excluding digital media.
  - be scripted word for word.
- The speaker is required to provide support for the ideas presented in the speech. This refers to direct quotations, theories, concepts and general ideas.
- The electronic presentation will
  - be displayed on a computing device of at least 8 inches during the presentation.
  - include works and digital media sources cited on the final slides.
  - include an attribution on or near each graphic.
- Screen projection is not permitted.
- No electrical access is permitted.
- Props and costumes are not allowed.
- Presentation will be electronically submitted at each ICCFS tournament along with a printed script submission form.

Questions & Answers

Presentation

Q: Are videos allowed in my CAP?
A: Yes. Video is a form of digital media.

Q: Do I need to get permission to use images in my presentation?
A: Any image can be used without permission for educational purposes. You will need to cite and attribute all images to distinguish between your own work and someone else's.

Q: How do I attribute the source on or near my graphic?
A: Display the title followed by the creator/owner on or near each graphic or image using a comma to separate them.
  Example: Canadian Sunrise, Tom Jones
- If a title is not given, use a descriptive title you choose.
- If a creator/owner is not provided, use the name of the website (not the URL).
  - Example: Sunrise over Mountains, Canada.com
- To cite images from royalty free clipart, such as the clip art available in Microsoft Word or PowerPoint, give a descriptive title of the graphic and the name of the program followed by its version number in parentheses.
  - Example: Jumping Man, Microsoft Word for Macs (Version 14.4.6)
- You can print, cut and then attach attributions on or near your graphic or use these free

programs to add attributions directly to graphics before printing: PicMonkey, iPiccy, Google Photo.

- See examples of correct and incorrect attributions on the Script Submission Overview.

Q: How big does the attribution need to be?

A: The attribution should be big enough to read but not distract from the graphic.

Q: Do I need to attribute a graphic I created myself?

A: Yes. All graphics must be cited. In order to maintain integrity and to assure the audience that you did not forget to cite a source, you must cite yourself when using your own graphic.

Q: How is a citation different than an attribution?

A: An attribution is crediting the creator/owner and title near the graphic. A citation contains more complete information and is included at the end of the computer presentation as well as on a separate page of the presentation script.

Q: If I attribute the graphics on my slides, do I still need a Digital Media Cited page?

A: Yes. The graphics citation includes additional information that is not contained in the attribution.

Q: Do I have to name my sources in my speech?

A: Yes. To respect your sources, you must make it clear in every presentation whether your words are your own or from someone else. Ideas, concepts, and theories from others must also be properly referenced verbally in the speech.

- Direct quotations: John Piper said, "God wields an empire to bless his children."
- Indirect quotes: Gregory Koukl, in his book <u>Tactics</u> states that knowledge, wisdom, and character are three things Christians need to be ambassadors for Christ in the 21st century.

Q: Am I required to give the chapter and verse for Bible quotations in my presentation?

A: No. Sometimes it will be more meaningful to the audience to reference the author and his credentials.

Example: "An ancient tentmaker from Rome, " "An apostle," "An eye witness," "An ancient king of Israel…"

Q: May I use a personal interview as a source?

A: Yes. You can use the MLA format from easybib.com to cite it correctly on your Works Cited page. Be sure to highlight and use quotation marks for any directly quoted words in your script.

Q: May I use an internet source such as a blog or podcast?

A: Yes. It is highly recommended to check the quality of the information and cite it properly. Windward Community College and Easybib have formats for citing blogs and podcasts.

Q: May I use a Ted Talk or sermon for my research?

A: Yes. Each source must be properly cited on the Works Cited page. An MLA format for sermons and lectures can be found on Easybib.

Q: How do I cite a meme?

A: As of this writing, 12/14/16, there is no standard citing protocol for memes. In an attempt to show respect for sources, we suggest using one of the following formats:

- If you are reusing a meme that someone else created, cite the source of the meme where you found it.
- If you are editing a pre-existing meme, cite the meme category as found on http://knowyourmeme.com/memes/popular
- If you are creating your own meme, cite yourself as the creator.

Q: If one of my digital media sources also includes information I use for my presentation, can the source be considered as one of my works citations?

A: Yes. You may also include it as one of your works citations and list it on both the Works Cited and Digital Media Cited pages. However you are encouraged to use additional information to ensure your content comes from a variety of sources.

Q: Will there be an electrical outlet to plug in my computing device?

A: No electrical access is permitted.

Q: Will there be a projector available to use?

A: No projection is allowed. You are required to use the screen on your computing device only.

Q: Is a computer the only device that may be used for the presentation?

A: Any computing device with a display of at least 8 inches may be used.

Q: How much time do I have to set up my presentation?

A: The set-up and removal time for your computing device is included in your presentation time which begins when when the evaluator calls your name and stops when you exit the presentation area with your computing device.

Q: What do I do if I have technical difficulties?

A: You should have a backup plan to deal with possible difficulties that do not require you to leave the room. Your time continues from the time your name was called.

Script Submission

Q: How do I cite my sources for a Computer-Assisted Presentation (CAP)?

A: You will need to cite your sources in both your presentation script and your computer presentations.

- In the **presentation script** the works citations will be listed alphabetically on one page called the Works Cited page. Digital sources (graphics, audio and video) will be listed alphabetically on a separate page titled Digital Media Cited.

- In the **computer presentation** the works citations will be listed alphabetically on one slide. Digital sources (graphics, audio and video) will be listed alphabetically on a separate slide.

Q: What is the correct format for citations?

A: The URLs alone for any source are not acceptable as a means of citation. Easybib.com, Windward Community College, and EasyBib Bibliography Creator provide information for MLA citation formatting for a variety of sources.

Q: Do I need a Works Cited page if I don't have any quoted words?

A: Yes. Any information from an outside source, whether you quote it directly or not, must be cited. Using quotations from a source gives credibility to your presentation.

Q: Do quoted words need to be in quotation marks *and* highlighted on the presentation script?

A: Yes. All directly quoted words are to be in quotation marks to identify them as non-original. They are also to be highlighted to fulfill the requirement for script submission. Indirect quotations do not need to be in quotation marks or highlighted.

Q: Do I need to footnote my presentation?

A: No. Citing your sources on a citation page/slide is adequate. You must, however, verbally name your sources in your presentation.

Q: If I use information from different chapters in the same book, do I list each as a separate source?

A: No. The book only needs to be listed once, noting multiple pages.

Q: If I use references from different books in the Bible, is each reference considered a different source?

A: No. You should give verbal credit for each Bible reference separately in your presentation, which would be reflected on your presentation script, but only cite the Bible once as a source on your Works Cited page. Azuza Pacific University Library explains how to cite the Bible on your Works Cited page.

Q: May I quote something that is considered in the public domain without having the original source document?

A: No. We require that you find a source document and cite it.

Q: How do I submit my electronic submission?

A: You must bring the electronic files noted below on a thumb drive. The tournament staff will review the files and then download a copy onto a tournament computer before returning the drive to you. This file must be easy to locate on the USB or thumb drive and labeled properly. (see Script Submission Form)

Q: What should the electronic submission include?

A: The electronic submission should include a single folder labeled: **Last.First.CAP.mm.dd.yy**
The date should be the date of the tournament.
  The folder will contain:
  - A digital copy of the presentation script labeled **Last.First.CAP.PS.mm.dd.yy**
    - Quoted words highlighted

- ○ A Works Cited page
- ○ A Digital Media Cited page
- A copy of the computing presentation labeled **Last.First.CAP.Media.mm.dd.yy**
  - ○ Graphics attributed on or near each graphic
  - ○ A Works Cited slide
  - ○ A Digital Media Cited slide

NOTE: Improperly labeled files will be returned for correction.

Q: Are there any printed materials I need for script submission?

A: The only printed information needed for script submission is the completed Script Submission Form.

Speaker Instructions

1. When the evaluator calls the speaker, the timekeeper will start timing.
2. The speaker will proceed to the presentation area with his computing device, set it up, and begin speaking.
3. The timekeeper will stop timing when the speaker leaves the presentation area with his computing device after he is finished presenting.
4. The speaker will return to his seat or ask to be excused if he has a presentation in a different room.

Evaluator Instructions

1. The evaluator will call the speaker with the most speeches after his name who is highest on the list. If he is not present, the next speaker with the most speeches after her name will be called.
2. The timekeeper will start timing when the evaluator calls the speaker.
3. The speaker will proceed to the presentation area, place the computing device so it is visible to the evaluator(s) and begin speaking.
4. The evaluator may jot notes during the presentation.
5. The timekeeper will stop timing when the speaker leaves the presentation area with his visual aid and announce the time for the evaluator to record on the ballot.
6. The speaker may return to his seat or ask to be excused if he has a presentation in another event.
7. After the last speaker has presented, the evaluator will complete his comments on each ballot in the hospitality room and take the completed ballots to Ballot Return as soon as possible.

Timekeeper Instructions

1. Reset the timepiece to 0:00.
2. Press START when the evaluator calls the speaker.
3. Press STOP when the speaker leaves the presentation area with his computing device.
4. Report the total time to the evaluator(s).