

Dr. Keri Wolf  
English 53

## English 53 Group Assignment Guidelines

**Goals:** to give you practice generating ideas, sharing them with each other, and then packaging and communicating information to a specific audience in a meaningful way.

**Group Size:** No more than 4 people per group. Students may also choose to present individually.

**Background Information:** When Conor decided to found Next Generation Nepal, he had virtually no knowledge of the logistics of setting up and running a non-profit organization. He could have easily used his lack of experience and knowledge as a reason not to become more involved in Nepal. But because he recognized a need, he decided to educate himself on what it would take to create a foundation.

**The Assignment:** As a group, imagine you are in a situation similar to Conor's, where you recognize a need and plan to create an NGO, event, or fundraiser to help meet this need. Create a plan for your non-profit organization, event, or fundraiser by completing the requirements below.

### Assignment Requirements:

1. A brief presentation (12-15 minutes—if you have a larger group, your presentation should be closer to 15 minutes.)
2. A trifold brochure (with copies for each class member)
3. A typed information sheet (one copy)
4. A Works Cited page that lists all of the sources used in your presentation, brochure, and information sheet (one copy, attached to your information sheet)
5. One self-assessment form per group member (this form is also in your Course Reader, and I will need it returned before I can give you an individual grade).

### The Presentation (30 points):

The primary goals of your presentation are to inform your audience about your organization, event, or fundraiser and potentially persuade them to become involved. In doing so, you will need to reference your trifold brochure, but your presentation should not consist of simply reading information off of the brochure. In addition, you can give background information on the topic, act out a scene, create a skit to illustrate a theme, give a “quiz” to help educate the audience, come up with a game for the class, conduct a survey, or plan some other activity.

### The Trifold Brochure (30 points):

Your group will need a trifold brochure to accompany the presentation. Including me, there are 32 people in the class, and you should plan to have a handout for everyone. If you want me to make copies of your handout, I would be glad to, but I will need it at least 3 working days before your group is scheduled to present. A hard copy would be best, but if you need to send an email attachment, make sure that I email you back to let you know whether I was able to open it. Your brochure must provide the following:

1. Group members' names
2. The title of the organization, fundraiser, or event
3. Information about the community need that the organization, event or fundraiser will address. This section must contain at least three facts or statistics that are from reputable sources. Cite the sources in the brochure, and document them in entries on the Works Cited page.
4. The goals of the organization, event, or fundraiser
5. Contact information for those interested in contributing to the organization, fundraiser, or event

In addition to the required information, you can summarize main points, quote from any of the readings from class, include pictures and diagrams, mention discussion questions, etc., but be sure to cite the sources of all information.

### **The Typed Information Sheet (30 points):**

Each group will need to submit one typed information sheet to me at the start of class on the day that the group presents. The information sheet needs to be typed in MLA format, list all group members' names, and provide complete answers to the following questions using grammatically correct sentences:

1. What is the name of your organization, event, or fundraiser?
2. Why did you select this name?
3. What are the goals of your organization, event, or fundraiser? What specific community need/problem will your organization try to meet or address? This section will need to be at least three sentences long.
4. What do you need to educate yourselves on in order to set up and run this organization, event, or fundraiser? Your response should be 3-5 sentences.
5. What is your plan to achieve the goals of your organization, event, or fundraiser? This section needs to be at least 125 words long, and it should be as specific as possible. To guide your responses, you may want to consider the following questions: If money needs to be raised, how much? How many people will you need to operate the organization? What will each person's tasks be? What materials do you need? Do you need office space or a place to meet?
6. How will your organization, event, or fundraiser involve the community? What is your plan to promote the organization or event? For example, how would you encourage people to donate time, money, or items to support your organization? This section needs to be at least 125 words long.

### **The Works Cited Page (10 points):**

The Works Cited page needs to include citations for each outside source mentioned in your presentation, information sheet, and brochure (newspaper articles, interviews, websites, class materials, etc.). It should be typed in MLA format and stapled to your information sheet.

### **Audience Members' Responsibilities:**

When you are not presenting, I expect you to engage with those who are by asking questions when appropriate, being quiet while group members are speaking, and acting courteously. Please keep in mind that speaking in front of others may be a significant source of anxiety for some. Regardless of how well planned a presentation may be, some people may occasionally

need to pause to think of a word or collect their thoughts when thirty people are staring at them. One of the goals of this assignment is to get practice, so please help out your classmates by being patient. If I notice that someone is consistently being disrespectful to the presenters (snickering, texting, whispering, etc.), I will give that person “the look,” and if the disrespect continues, I will lower the person’s own presentation grade.

As always, please feel free to visit office hours or SI if you get stuck, if you want to go over your presentation ideas, or if you want to practice. **SI sessions held directly before class provide an excellent time and space to meet to prepare for your presentation.**

## **Group Assignment Grading Rubric**

### **The Presentation (30 points):**

- \_\_\_\_\_ Presentation informs the audience about the organization, event, or fundraiser and potentially persuades them to become involved.
- \_\_\_\_\_ Presentation is well organized.
- \_\_\_\_\_ Presentation uses time effectively and meets time requirements.
- \_\_\_\_\_ Presenters are on time and prepared.
- \_\_\_\_\_ Delivery is clear.
- \_\_\_\_\_ Presentation goes beyond simply reading from the brochure.

### **The Trifold Brochure (30 points):**

- \_\_\_\_\_ Group provides a copy for each class member.
- \_\_\_\_\_ Brochure lists group members’ names.
- \_\_\_\_\_ Brochure lists the title of the organization, fundraiser, or event.
- \_\_\_\_\_ Brochure includes all relevant required information.
- \_\_\_\_\_ Brochure lists sources of all information.

### **The Typed Information Sheet (30 points):**

- \_\_\_\_\_ Information sheet is typed in MLA format.
- \_\_\_\_\_ Information sheet lists group members’ names.
- \_\_\_\_\_ Information sheet includes answers to all required questions.
- \_\_\_\_\_ Sheet cites sources of all information.
- \_\_\_\_\_ Language used is clear, specific, and free from grammatical and mechanical errors.

### **The Works Cited Page (10 points):**

- \_\_\_\_\_ Page is typed and stapled to the Information Sheet.
- \_\_\_\_\_ Page includes a citation for each outside source mentioned in the presentation, information sheet, and brochure.
- \_\_\_\_\_ Entries are listed in alphabetical order.
- \_\_\_\_\_ Entries are done correctly.

### English 53 Group Assignment Self-Evaluation

Turn in this evaluation within one week after your presentation. I will need it before I can give you an individual grade.

1. Your Name:
2. Presentation Date:
3. Group Members' Names:
4. On a scale of 1-10 (with 10 as the highest level of participation), how would you rate your participation in preparing for this presentation?
5. Why would you give yourself this score? What did you contribute to the group?
6. Using a scale of 1-10, rate each group member's participation in preparing this presentation.

Name: \_\_\_\_\_ Score: \_\_\_\_\_  
Why would you give the person this score?

Name: \_\_\_\_\_ Score: \_\_\_\_\_  
Why would you give the person this score?

Name: \_\_\_\_\_ Score: \_\_\_\_\_  
Why would you give the person this score?

This assignment is worth 15% of your final grade in the class. Although it is a group assignment, group members will receive separate grades. I will give the presentation a "group grade," and then I will adjust that grade individually based on participation and effort.