



Ten Tips for Analyzing the Orals Question – Provincial Competition

These tips are for guidance only; your Team is not obligated to follow them in developing your presentation.

Remember to balance the amount of time your Team spends on analysis of the question and planning your strategy with the total amount of time you are allocated for preparing your presentation. For example, if you have 3 hours of preparation time you may want to use only 15 to 30 minutes in planning activities. On the other hand, if you had 8 hours to prepare, you might spend more than one hour in planning.

1. **All Team Members** should take the time to independently read the question two or three times.
2. Once each person has read the question, they should individually **write down one or two key points (issues or ideas)** that they think are important to the topic.
3. As a Team, **discuss the key points** that each member has identified and agree upon what the Team feels are the key points.
4. **Spend time “brainstorming”** what you know about the key points from the Envirothon Binders and from other relevant knowledge and experience. Make sure the four Envirothon disciplines are included.
5. **Consider carefully any resources** that may have been given to you to help prepare your presentation – maps, air photos, reference documents etc.
6. Once you have identified the key points, available resources, and relevant knowledge, **develop a concept and outline for your presentation**. Initially put as many topics as you can identify in the outline. Some will probably be major headings and some will be sub-topics. For example: for a question about Agricultural Land Conservation; ‘land management’ would be a major topic, while ‘erosion prevention’ and ‘crop selection’ would be suitable as sub headings in a presentation.
7. After you have developed a list of topics and sub-topics, take a few moments to **prioritize** the ones you think are most important or the one that works best for the type of presentation you want to make. You will not likely have enough time in the presentation to cover everything on your list. Again, remember to include the four Envirothon disciplines in your presentation.
8. The priority and sub-topics can then be divided among the Team members, or groups of members, with the best knowledge about these subjects to **develop ideas and statements** to use in developing the presentation. Think about which information is essential, important, interesting or irrelevant to the message in your presentation. Sketch out draft illustrations. Set a limit for this activity to ensure you have enough time to prepare your Team’s final presentation.
9. Re-assemble as a Team to discuss the materials developed individually and to **organize your presentation**. The outline developed in #6 can be references; re-assess the priority topics and develop a final outline. Build your presentation. Assign roles. Prepare final graphics and flip charts. Anticipate questions that might arise.
10. **Practice your presentation**. Ensure it is within the allocated time limits – if it is too long, look at which sub-topics and details can be eliminated; if it is too short, find ideas or facts you may have missed or discarded. Consider how the presentation will look and sound to the judges.

Enjoy the experience!! The Orals presentation is an important part of the Envirothon competition; use it as an opportunity for your Team to demonstrate your knowledge and style. Everyone wins just by participating.