## PUBLIC SPEAKING TUTORS ARE TRAINED TO:

☑ **Give Workshops - In or out of class**
Tutors give workshops on the following topics 1) developing and giving oral presentations; 2) leading a class discussion; 3) speaking up in class; 4) using a PowerPoint presentation effectively; 5) breathing, projecting and enunciating most effectively and 6) coping with public speaking anxiety. (A PowerPoint workshop will discuss how to incorporate a PowerPoint presentation into an oral presentation. The PowerPoint workshops do not instruct students on the technicalities of how to create the presentation, but will focus on the quality of the content in the presentation and how to use PowerPoint effectively as a presentation tool.) After consultation with faculty, handouts for these workshops can contain suggestions that are specific to the class.

☑ **Work Individually with Students**
Tutors are trained to help in the organization and development of a presentation and to listen and comment on presentations. Tutors can also videotape a student's or a group's practice presentation and give feedback.

## PROFESSORS' RESPONSIBILITIES INCLUDE:

☑ Meet with tutor at the beginning of the semester to discuss specific needs of the class.

☑ Explain public speaking assignments to students in class before they meet with the tutor.

☑ Let students know that it is their responsibility to set up meetings with tutors if individual tutoring is required.  In the case of last minute requests, a Public Speaking Tutor cannot guarantee to be available to meet with every student.

☑ Provide a class list and assignment sheets to the tutor.

☑ Decide if attendance at workshops/tutoring sessions is mandatory or optional and, if mandatory, work with the tutor to ensure that students comply. **(Experience has shown that unless meetings with a tutor are mandatory, students do not schedule the time and take advantage of the opportunity to work with a tutor. Faculty report that when meetings are mandatory, student presentations do typically improve.)**

☑ Meet with the tutor regarding any concerns and to hear feedback.

## TUTORS ARE NOT ABLE TO:

☒ Provide tutoring in interview skills. (Direct all questions concerning interviews to the Center for Work and Service.)

☒ Support *English as a Second Language* students. (Direct all questions concerning ESL students to the PLTC or the Writing Program.)

☒ Tutor in areas other than public speaking. (Direct all questions regarding subject area tutoring to the PLTC.)

☒ Guarantee that we will be able to improve everyone's public speaking skills.

☒ Guarantee that all students will meet with us, even if it is required.
Give detailed technical assistance with PowerPoint or instruct students on how to use PowerPoint