

Appendix A: Presentation Information Handout

Travel Planning Presentation Information

Task: Plan a trip to a foreign country and give a 10-15 minute presentation using PowerPoint or Google Slides. Imagine you are planning the trip for your audience and you want to give them as much information as possible on how to plan a trip to this country.

Work as a group, and make sure all members of the group participate evenly.

Things to consider:

- **Content:** Your presentation should include the following information:
 - Flight and hotel information, including average prices
 - Information on any visas or vaccination requirements before departure
 - What type of transportation to use upon arriving
 - Information on the top tourist destinations of your chosen country
 - Information about weather and the best time of year to travel to this country
 - Any safety concerns or sensitive cultural issues

- **Structure:** Your presentation should be well-organized, and include:
 - Introduction - introduce the country you're presenting about
 - Key Points - make sure it's clear when each section begins and ends
 - Conclusion - a brief review of your presentation and a friendly closing statement

- **Presentation Skills**
 - Eye Contact - make eye contact with every person in the room at some point
 - Clarity - practice pronunciation to make sure your speaking is as clear as possible
 - Body Language - use body language to show that you are relaxed and confident
 - Breathing - make sure to pause occasionally and take a breath in order to stay calm and focused
 - Facial Expressions - express emotion with your face and smile to help the audience relax
 - Gestures - use gestures in addition to words to keep the attention of the audience
 - Voice - speak in a clear voice that is not too quiet or too loud
 - Visual Aids - effectively use your visual aid to supplement the presentation, but don't let it become the main focus

Preparation:

Step 1: Choose a country: _____

Step 2: Do thorough research to gather all necessary information on the checklist. Here are a few useful websites (you may use other sources as well):

wikitravel.org

lonelyplanet.com

expedia.com

booking.com

The embassy website of your country

Step 3: Plan and prepare your presentation content. Make sure all group members participate equally.

Step 4: Practice giving your presentation, focusing on voice, gestures, and body language.

Appendix B: Sample Evaluation Sheet

Travel Presentation Rubric		
Presenting group:		
	No	Yes
In your opinion, did they gather enough information? (Check yes or no)	(<input type="checkbox"/>)	(<input type="checkbox"/>)
In your opinion, did they use good resources for their research?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
In your opinion, was their presentation organized?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
In your opinion, was their presentation clear and easy to understand?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Do you feel like you are prepared to travel to this country now?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Total No: ___/5		Total Yes: ___/5
Additional comments:		