

English Presentation Contest Abstract and Outline Guidelines

These guidelines explain how you should format and organize your entry sheet for the contest. **Complete your entry in the Abstract and Outline file and rename the file: name+title.docx referring to the Abstract and Outline Sample. Your entry should include the following:**

- Presentation title in English (1~10 words long)
- Presenter names in English and Japanese
- Contact email address and telephone number of the main presenter
- An abstract of 200~300 words in English
- An outline showing the order of points discussed

The abstract and outline should follow the guidelines below closely.

1. File name

The file name should be in the format: main presenter name + title. E.g. TaroMeiji_Rebuilding_Schools_in_Cambodia.docx

2. Abstract

An abstract is a single paragraph summary of your presentation used to evaluate it for inclusion in the contest. You should use the Entry Sheet File and write 200~300 words. It should begin with a clear statement of the topic of the presentation. The abstract should also include information on why the topic was chosen; an indication of how the topic relates to the presentation theme; the main point or arguments of the presentation; sub-points and examples in the order in which they appear and any information about how the information was obtained. You may also include information about the style of your presentation or specific content or illustrations you will use to make your message clear. The final sentence of your abstract should provide a clear conclusion and show the message you wish your audience to take home with them.

3. Outline

Your outline should show how your points will be organized. It must include an introduction and conclusion and all the main points, sub-points and/or examples in the order you will talk about them. You should also indicate any visuals/audio-visual material you will use to accompany your talk. Main sources of reference should be indicated at the end of your outline with the URL and/or Author and Title in English. Your outline should fit within ONE SIDE of the A4 entry sheet.

SAMPLE

Presentation title: Rebuilding Schools in Cambodia

Presenter names in English: Taro Meiji

Abstract

The slogan of Meiji University is “Strengthening the Individual” however it is no good being a strong individual unless one can contribute to the world in some way. As Martin Luther King, Jr. once said: “An individual has not started living until he can rise above the narrow confines of individualistic concerns to the broader concerns of all humanity.” This quotation inspired me to try to contribute to the world in some way while still a student at university. Through a documentary, which I saw on TV, I learned about projects for building schools in Cambodia that included volunteers from overseas. I thought that participating in such program would be an opportunity to improve my English, develop myself and, most importantly, connect to the world outside of Meiji University. In this presentation, I first describe the process I went through in researching the programs available, deciding on one in which to participate and my experiences while I was in Cambodia and what I feel I learned while I was there. In part two, I briefly explain the historical background and why Cambodia is in such urgent need of schools. Thirdly, as a student of business management I was particularly interested in how Non-Profit Organizations (NPOs) like the one I worked for are structured and managed and while I was there I took the opportunity to interview some of the aid workers and management. From them, I learned what makes a successful organization and report on this. In the conclusion, I encourage my fellow students to forget their personal worries and look to outside world and consider how they can contribute to it. After all, as Martin Luther King, Jr. pointed out individuals only really begin to live when they appreciate the needs of all humanity. This was my experience. (300 words)

Presentation Outline

Introduction

Quote from Martin Luther King, Jr. “An individual has not started living until he can rise above the narrow confines of individualistic concerns to the broader concerns of all humanity.”

How I learned about schools in Cambodia and why I wanted to participate in such a project.

Pictures: Cambodian schools; Me with other volunteers

1. How I discovered the schools project

Sources of information: university programs; key websites and blogs

Criteria for choosing a program: activities; organization; schedule/location

From contacting organizations to arrival: Steps needed to prepare for the trip

2. Historical background

About Cambodia

Why Cambodia needs schools

School building projects

3. Introducing the Schools for Tomorrow's Future Foundation

Overview

Management perspective

Volunteer perspective

Conclusion

What I learned from participating in the project and conclusion.

Sources:

ABOUTAsia Schools: <http://www.aboutasiaschools.org>

Cambodia Information Center: <http://www.cambodia.org>

Cambodia Schools Project: <http://www.khmerschool.org>

Teacher Absent Often: Building Sustainable schools from the Inside Out (Kari Grady Grossman) Wild Heaven Press, 2012

Teach them to Fish Foundation: <http://www.teachthetofish.org>