

Appendix A: Book Report Oral Presentation Guide

Step	What the Speaker (Book Report Writer) Does	What the Listeners Do (Examples)
1	Gives a <b>summary</b> of the book.	Take notes using graphic organizers, outlining, timelines, fill-in-tables, or other techniques.
2	Replies to listeners' questions.	Re-tell: "You said ( ). Is that right?" Ask questions: 5Ws & H
3	Give an oral <b>quiz</b> about the contents of the summary.	Take the quiz. Listeners respond one-by-one in turn.
4	Gives an <b>opinion</b> or reaction.	Take notes using graphic organizers, outlining, timelines, fill-in-tables, or other techniques as in Step 1
5	Replies listeners' questions.	Re-tell: "You said ( ). Is that right?" Ask questions: 5Ws & H
6	Give an oral <b>quiz</b> about the contents of the opinion.	Take the quiz. Listeners respond one-by-one in turn as in Step 2.
7	Reads a short <b>quotation</b> from the book and explains why it is important, interesting, surprising, etc.	Respond with comments or questions.
8	Ask the listeners for comments and opinions about the topics or events in the book.	Relate the contents to their personal life, compare the situation to their country, etc.
9	After member of the group has finished presenting, the students exchange journals, read their partners' book reports, and write comments.	
10	Complete a self-evaluation questionnaire about their participation in the group discussion.	
11	<i>End of the semester.</i> Presents a computer slide show about one of the books.	Fill out a feedback sheet evaluating the presentation.
12	<i>End of the semester.</i> Prepare charts of their performance (reading rate, number of pages read, scores on the self-evaluation questionnaire, feedback results, etc.	

Appendix B: Sample Oral Book Report Script

<b>Oral Book Report Script</b>	
1	Here is my book. The title is ( ).
2	The author is ( ).
3	It was published by ( <i>publisher</i> ) in ( <i>place of publication</i> ) in ( <i>date</i> ).
4	The book is ( ) pages long. I have read: ( ) pages / all of the book.
5	The setting is ( <i>place and time</i> ).
6	The book is about ( <i>general topic</i> ).
7	The main characters/people are ( ). <i>Male or female? Age? Occupation? Personality?</i>
8	Now, here is my <b>summary</b> . I think there are ( 6 ) main events in this story. First, ( ).
9	Do you have any questions or comments? <i>Listeners ask: Who? What? Where? When? Why? How?</i> <i>Listeners ask: "You said ( ). Is that right?"</i>
10	Now, here is a quiz on my summary ( )  [Ask three true-false, three multiple-choice, and four vocabulary questions. See the examples below.]  <b>True or false:</b> I said Peter Rabbit was a famous baseball player. <b>Multiple choice:</b> Where did Peter Rabbit live? (A) In an apartment (B) In a refrigerator (C) In the ground <b>Vocabulary:</b> What is a "cabbage"? (A) Something to wear (B) Something to eat (C) Something to read
11	Now, here is my <b>opinion</b> ( ).
12	Do you have any questions or comments about my opinion? <i>Listeners ask: Who? What? Where? When? Why? How?</i> <i>Listeners ask: "You said ( ). Is that right?"</i>
13	Now, here is a quiz on my opinion. [Ask three true-false questions.]
14	Now, here is the <b>quotation</b> I picked out. It appears on page ( ). [Read your quotation.] I think this quotation is (interesting / surprising / important) because ( ). Do you have any questions or comments about this quotation?
15	How about you? What do you think of this book? If you were one of the people in the book, would you do something differently? ( <i>Fiction: If you could change the ending, how would you change it?</i> ) How does this story compare to your life and your country?
16	[Exchange notebooks, read your partner's summary, opinion and quotation, and then write your comments.]

Appendix C: Note-taking Worksheet a Book Report Summary (Fiction & Biography)

Note-taking Worksheet for a Book Report Summary (Fiction & Biography)		
Your name:		Date:
Speaker's name:		
Book Title:		
Author:		Level: Pages:
Publisher & Place:		Date published:
Setting		
Main people (characters)	Name	Detail
Main events	What happened?	
1		
2		
3		
4		
5		
6		
7		
8		
Ending		

Appendix D: Note-taking Worksheet II (Most Nonfiction Books)

**Note-taking Worksheet for a Book Report Summary (Most Nonfiction Books)**

Your name:		Date:	
Speaker's name:			
Book Title:			
Author:		Level:	Pages:
Publisher & Place:		Date published:	
Genre (business, science, etc.):		How many chapters?	

	Name	Detail
Main people		

In the space at the right, draw a graphic organizer showing the main points and some supporting details or examples.

*(Example of a graphic organize)*

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graph TD
    Topic[Topic] --- MP1((Main Point 1))
    Topic --- MP2((Main Point 2))
    Topic --- MP3((Main Point 3))
    MP1 --- D1[Detail]
    MP1 --- D2[Detail]
    MP2 --- D3[Detail]
    MP2 --- D4[Detail]
    MP3 --- D5[Detail]
    MP3 --- D6[Detail]
    MP4((Main Point 4)) --- D7[Detail]
    
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Appendix E: Note-taking Worksheet for a Book Report Opinion Section

<b>Note-taking Worksheet for a Book Report (Opinion Section)</b>	
Your name:	Date:
Speaker's name:	
Book Title:	
Key Words	Brief Explanation, Details, or Examples of the Key Word
Your comment:	

Appendix F. Example of a Self-evaluation Score Sheet

<b>Self-Evaluation Score Sheet (For Group Discussion)</b>		
Circle the letter that best describes your participation in your group discussion today. Use the following scale: 5 = very good 4 = good 3 = fair 2 = poor 1 = very poor		
1	<b>Use of English:</b> I used English (not Japanese) as much as possible.	5 4 3 2 1
2	<b>Voice:</b> I spoke clearly with good pronunciation and good intonation.	5 4 3 2 1
3	<b>Body language:</b> I had good posture and good eye contact.	5 4 3 2 1
4	<b>Contents (objective):</b> I stated my main points clearly. I gave details, examples, and reasons to support them.	5 4 3 2 1
5	<b>Contents (personal):</b> I expressed my opinions and feelings. I talked about my personal experiences related to the topic.	5 4 3 2 1
6	<b>Interaction:</b> I interacted with others students in my group. I used expressions such as these: "Could you repeat that, please?" "I have a question." "I see." "Oh, really?" "That's interesting." "How about you?"	5 4 3 2 1

## Appendix G: Presentation Feedback Sheet (Slide Show)

<b>Presentation Feedback Sheet (Slide Show)</b>		
Presenter:	Date:	
Topic:		
Circle the letter that best describes your opinion of the presentation. Use the following scale: 5 = very good 4 = good 3 = fair 2 = poor 1 = very poor		
1	The speaker spoke clearly.	5 4 3 2 1
2	The speaker spoke with good volume.	5 4 3 2 1
3	The speaker spoke at a good pace.	5 4 3 2 1
4	The speaker stood up straight.	5 4 3 2 1
5	The speaker had good eye contact.	5 4 3 2 1
6	The slides were well designed (layout, color, etc.).	5 4 3 2 1
7	The slides were easy to read (letters not too small, not too many sentences per slide).	5 4 3 2 1
8	The presentation was well organized.	5 4 3 2 1
9	The amount of content was appropriate (not too much, not too little).	5 4 3 2 1
10	The presentation was easy to understand.	5 4 3 2 1
11	The presentation was interesting.	5 4 3 2 1
12	The speaker kept to the time limit.	
Comments:		