

Name _____ Date _____ Period _____

OBJECTIVE

Students will demonstrate the ability to effectively communicate through oral and written expression by moderating a conversation between their peers and an industry professional during a Nepris session.

PROJECT DESCRIPTION

In this project you will serve as moderator for an upcoming Nepris session. What this means is that you will prepare for the guest speaker interaction by researching the individual and foster ongoing dialogue and discourse between the presenter and your classmates. You'll take what you learn from the experience to write a short summary and produce a presentation to be shared with your class. **If you enjoy meeting new people and asking questions, this is an excellent project for you!**

RESEARCH

Preparation is key.

The most important part of being of good moderator is research. Once your teacher has contacted and secured a date and time with a professional via Nepris, you should begin researching more information about a) why your teacher placed the request and b) background information about the guest speaker. This will help you formulate thoughtful questions.

NOTE: The Nepris platform offers a “Connections” feature (<https://nepris.com/user/list>) where your teacher can help you find more information about the professional beforehand. If for some reason the professional has not completed their Nepris profile, you can also use their location and first and last name to google or search LinkedIn to find out more information.

First, be sure to review the Nepris request so you know WHY your teacher made the request. This will be used to open the session, provide background and set the stage for the conversation.

Some items to consider when learning more about this person include:

- Name
- Job Title
- Company Name

Use this information to answer such questions as:

- What sector does their company fall under?
- Where is their business located?
- What might their day-to-day look like based on their job title?
- Have they always worked at that company?
- What is this person’s educational background?
- Can you find any similarities between you and the presenter?

Moderator Questions and Prompts.

You should type out information about why the guest speaker visiting, and **at least 10 questions** relevant to the guest speaker.

Your background information and questions are to be reviewed by your teacher before session.

Timing

During any presentation, it is important to pay close attention to time. Be sure to know how long the presentation is set to last and use this information to break down the discussion accordingly. Below is a sample schedule based on a twenty-minute discussion:

Welcome (2 minutes)
Background/Setting the Stage (3 minutes)
Speaker Shares (7 minutes)
Class Questions and Answers (5 minutes)
Class Reflection (2 minutes)
Thank you. (1 minute)

MODERATING

Be sure to print out your background information and questions beforehand!

Follow these steps to moderate successfully:

1. **Welcome the guest speaker** into the classroom.
2. Tell him/her a little about your class, where you're located and what you're learning.
3. Share with the class the purpose of the guest speaker interaction for the day.
4. Invite the guest speaker to share more about his/her work.
5. Begin walking through your questions to keep the conversation moving.
6. Invite your fellow classmates to ask questions.
7. Summarize what you learned. Ask your classmates to share any new insights they learned that day.
8. **Thank the guest speaker** for his/her time!

REFLECTION (DUE NEXT SCHOOL DAY FOLLOWING MODERATING)

In 2-3 paragraphs reflect on the process of conducting background research and your experience as a moderator.

Here are some questions to guide you in writing your reflection:

- What excited you most about this project?
- How did you begin your research?
- What did you learn about the guest speaker?
- What steps did you take to prepare the day-of?
- How was your experience as moderator? What did you like/dislike about the experience?
- Is there anything you would do differently in the future?

NECESSARY PORTFOLIO COMPONENTS

Please include the following project components in your final course portfolio:

- Background research notes with sources
- Teacher reviewed moderator questions
- Reflection exercise
- Completed rubric