

Integrated Presentation Part A

You are going to use your notes and pictures when you will give a presentation to your teacher and classmates. Your presentation needs to be 3-5 minutes. Other things that you need are on the information sheet. These papers are to help you understand what you need to do to give a good presentation. **Remember your presentation is good speaking practice, but also you want the listeners to enjoy it and learn something new. Always think about the listeners and what will make it interesting and useful for them.**

The Steps

There are three steps to a good presentation.

1. Prepare your slides and any note cards you want to use.
2. Practice your presentation before you get into the classroom.
3. Give your presentation.

Here are some ideas about the first part.

1. Prepare your slides and any note cards you want to use.

Organize Your Notes into a Slide Presentation

First think about the technology you will use. If you have a computer at home that has PowerPoint program, it is an easy way to prepare slides. If you want to use your iPad, Keynote is a good source. If you are not comfortable with using the technology ask a friend, a classmate or someone from Technology Support at the college to help you understand the technology.

Once your slides are finished copy them onto a flash drive which you can use in the classroom on the day of your presentation.

Organize Your Slides.

- On the first slide put the Title, your name and Id Number and your Foundation Section CCA, CCB, etc.
- Organize all the rest of the slides into an easy to follow order. This way the listeners will not have any problems. You must build a clear picture for your listeners and then the listeners will understand and remember your information. The questions, which you made notes from, are in good order. You are quite safe to use them as a way to organize your presentation. Your teacher may have suggestions so check with your teacher if you are not sure.

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- Have enough slides and especially pictures. Make sure you give information on all of the questions you were asked to make notes about. Also, make your presentation more interesting by giving some extra information and extra pictures about some of your slides. Think about the students who are listening. What don't they know? What would they like to know or what would they be interested in?
- Remember to include a YouTube video which students can go to if they want to learn a bit more information.
- Finally the last slide before you take questions gives all the sources from your notes. This shows everyone where you got your information.

What to Put on the Slides

When making your slides do not write long sentences and paragraphs. The people listening to you do not want to read long texts. Give them pictures with a few key words, numbers or phrases. The key words will remind you of what you want to talk about.

Also make sure that the pictures fill a large part of the slide. Everyone enjoys pictures so make sure your listeners can see them. The words on your slides also need to be large enough for the listeners to see. The color of the key words is also important. Some colors look good on your computer but they aren't easy to see in a classroom. Make sure you check all your slides in the classroom at least one day before you give the presentation. Go to the back of the room and check to see if you can read the words and the pictures are large enough. Make any changes before giving your presentation.

Next Make Notes

First make your slides, and then make small notes for each slide. Include only important words. Also include key words for any extra information you want to tell the students during this slide. Usually for a short presentation, your notes should fit into your hand and not be big pieces of paper.

Number your note cards with the same number as the slide they go with (slide 1, Note 1). You can also put reminders of things you want to do. For example, if you want to point to something, you could write **Show- 4 neighbors** .

Remember you are not going to read the cards. They are just there to help you remember.

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Bad slide



California is a state located on the West Coast of the United States. It is the most populous U.S. state,^[12] home to one out of eight people who live in the U.S., with a total of 38 million people, and it is the third largest state by area (after Alaska and Texas). California is bordered by Oregon to the north, Nevada to the east, Arizona to the southeast, and the Mexican State of Baja California to the south. It is home to the nation's second and fifth most populous census statistical areas (Greater Los Angeles Area and San Francisco Bay Area, respectively), and eight of the nation's 50 most populated cities (Los Angeles, San Diego, San Jose, San Francisco, Fresno, Sacramento, Long Beach, and Oakland).^[13] Sacramento is the state capital

Example of a Good slide and Example Note Card



California



Largest State/population

3rd size

4 neighbors

4 of US biggest cities

Notes slide #1

- Most population/ 38 million
- 4 neighbors (point to them)
- 3rd largest size 423,970 square Km
- 4 US's biggest cities : Los Angeles, San Diego, San Jose, San Francisco (point)
- Capital : Sacramento

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Preparation Stage Checklist

	an introductory slide including : title, student's name, Student's ID, Section
	good organization and be easy for the audience to follow
	pictures and writing on slides large enough, so it is easy to see and read
	information about each research item and enough additional detail to make it interesting for the audience
	slides do not have sentences or paragraphs; key words and phrases only
	appropriate note cards ; number for appropriate slide
	all sources of information given on a slide at the end of the presentation