

Directions: Check off each step as you complete it.

| <i>Plan</i> | <i>To Do</i> |
|--|--|
| Consider Equipment Requirements | <input type="checkbox"/> Determine what equipment is needed and where you will get it. |
| Define Project Basics | <input type="checkbox"/> Determine the assignment, purpose, audience, and length of your presentation. |
| Clarify the Criteria for Evaluation | <input type="checkbox"/> Determine how your content, layout and design, and presentation will be evaluated. |
| Brainstorm and Research | <input type="checkbox"/> Begin brainstorming and researching for information. |
| Graphics | <input type="checkbox"/> Determine what types of graphics will be used. |
| <i>Outline</i> | |
| Map Your Slides | <input type="checkbox"/> Determine how many screens you will create and what will be on each one. |
| Sketch Detailed Slides | <input type="checkbox"/> Note all the text on each slide, and describe all the graphics, as well as any sound or visual transitions. |
| Collect Your Graphics | <input type="checkbox"/> Scan or download images you plan to use; save them to a file on your computer. |
| <i>Develop</i> | |
| Create the Presentation | <input type="checkbox"/> Work from a template offered by the presentation software, or experiment with the software to create a presentation from scratch. |
| Consider the Layout and Design | <input type="checkbox"/> Make your slides readable and visually appealing; do not put too much text on each slide. |
| <i>Practice and Revise</i> | |
| Rehearse Your Presentation | <input type="checkbox"/> Practice your presentation for a friend and ask for feedback. |
| Revise Your Slides | <input type="checkbox"/> Apply the peer feedback you got in rehearsal; check your slides for spelling and grammatical errors. |
| <i>Present</i> | |
| Give the Presentation | <input type="checkbox"/> Give your presentation to other classmates, parents, or community members if you want to. Remember to do the following: <ul style="list-style-type: none"> • Stay calm and be aware of the time • Use a remote control or a friend to advance slides • Don't read to your audience; talk to them • Maintain eye contact • Speak naturally, varying pace, tone, and volume • Use natural gestures and be aware of your posture |
| Evaluate and Reflect | <input type="checkbox"/> Evaluate your presentation on the basis of how well it achieved its purpose. |

Creating a Power Presentation**PLANNING YOUR PRESENTATION**

Directions: Use this form as you begin planning your power presentation.

1. **Topic:** Briefly describe the subject of your presentation. Also, jot down a working title. _____

2. **Purpose:** Is the main purpose of your presentation to inform or persuade? Explain. Knowing the purpose of your presentation will help you understand what information you need to gather and the way you will present it. _____

3. **Audience:** Describe your target audience. _____

4. **Time Limit:** Approximately how long will your presentation be? _____

Directions: On the back of this page, make an outline briefly describing each major part of your presentation.

5. **Brainstorm and Research:** Think about what questions you have about your topic. Then consider how you will answer those questions. What kinds of information will you need to gather? Where will you find it? Remember to keep a list of your sources. _____

6. **Graphics:** Your slides should not contain too much text. Consider the information you have and how you can present it visually. Graphics and images are an effective way to communicate information, especially if you have statistical data. What kinds of graphics will you use? Will you use charts, graphs, illustrations, or photographs? Where can you find these graphics? _____

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PROJECT WORKSHEET 2

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Creating a Power Presentation
MAPPING YOUR SLIDES

Directions: Each box on this form represents a slide. On the line below each box, write a brief description of what will go in that slide. In the box, draw something that represents what the slide might look like. Make additional copies of this form if you will use more than 9 slides.

This form is meant to help you make a rough plan for your presentation. You can always add slides in the software program. Write in pencil so that you can make changes easily.

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

 Slide #__ : _____

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PROJECT WORKSHEET 3

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Creating a Power Presentation

SKETCHING YOUR SLIDES

Directions: Use this slide template to make a detailed plan for each of your slides. Make as many copies of this sheet as you have slides. Refer to these slide sketches when you are working in the presentation software.

Overall Sketch

Draw a sketch of everything that will appear on the page, including text.

Slide Title: _____

Graphics

Describe the graphics.

Graphics:

Description: _____

Description: _____

Transitions

Describe the transitions.

Visual/Sound Transition to Next Screen (dissolves, etc.)

Description: _____

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PROJECT WORKSHEET 4

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Creating a Power Presentation**DEVELOPING A PRESENTATION****Directions:** Use this production checklist as you develop your power presentation.**DEVELOPING A PRESENTATION*****Content***

- Do I cover everything in my outline?
- Do I make the presentation appropriate to the audience by not using unfamiliar terms or boring them with information they already know?
- Does my presentation take the right amount of time?
- Does everything in the presentation contribute to its overall purpose?

Graphics

- Do the graphics effectively support the content of the presentation?
- Do I avoid graphics that detract from the presentation's purpose?
- Are my charts and graphs readable?
- Do I cite all copyrighted material?

Layout and Design

- Do I bullet important information and use short phrases wherever possible?
- Do I use at least a 24-point font so that the audience can read the text with ease?
- Do I use contrasting colors for the text and background so that the text is easy to read?
- Do I present a manageable amount of information on each slide?
- Do I present a manageable amount of information on each slide?
- Is my visual style consistent and clean?

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PROJECT WORKSHEET 5

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Creating a Power Presentation**PRACTICING AND REVISING YOUR PRESENTATION**

Directions: Ask a friend or classmate to watch you practice your presentation. Have him or her take notes on this form. Use the notes to improve your presentation. Give your classmate enough copies of this form so that he or she will have a separate row for each of your slides.

| Notes about the Slides (content, readability, and layout/design) | Notes about Delivery (pacing, posture, gestures, volume, and talking naturally) |
|---|--|
| Slide: _____ | |
| Slide: _____ | |
| Slide: _____ | |
| Slide: _____ | |
| Slide: _____ | |

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PROJECT WORKSHEET 6

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Creating a Power Presentation

Directions: Use this form to evaluate a power presentation. Rate the performance in each of the categories using the following scale:

5 = Excellent

3 = Average

1 = Poor

4 = Very Good

2 = Below Average

Content and Mechanics

___ **Audience/Purpose/Length:** The presentation is appropriate for its audience and achieves its main purpose (to inform or to persuade). The length is appropriate.

___ **Photographs and Illustrations:** All photographs and illustrations contribute to the overall purpose. All copyrighted material is cited.

___ **Graphics:** Graphics are informative and relevant.

___ **Structure:** The organization is well developed, clear, and logical.

___ **Overall Effect:** The main idea is well defined. The subject is treated thoughtfully and thoroughly. The presentation is compelling and creative.

Layout and Design

___ **Readability (Text):** The font is large and contrasts with the background color.

___ **Readability (Graphics):** Graphics can be “read” and understood easily.

___ **Information Density:** Information is presented in a simple format, such as bulleted lists, and there is not too much information on each slide.

___ **Overall Style:** The overall style is visually consistent and clean. No elements seem out of place or unnecessary.

Delivery

___ **Body Language:** The speaker uses natural gestures and a confident posture.

___ **Voice:** The speaker speaks naturally, varying the tone, pace, and volume of his or her voice.

___ **Audience Connection:** The speaker talks to the audience, rather than reading to them. The speaker maintains eye contact with the audience.

___ **Logistics:** The speaker uses a remote control or a friend to advance the slides. The presentation goes smoothly and without technical problems.

___ **Total** (Total possible = 65 points)

Comments
