

Oral Presentation Using Microsoft PowerPoint

MS365 Tool: Microsoft PowerPoint	Activity Description: Create a PowerPoint deck that compliments a presentation. Practice presenting using the deck.
Subject: Literacy	Learning Objectives: <i>Students will be able to...</i> <ul style="list-style-type: none">• Organize information in a cohesive manner• Create complimentary slides to a presentation• Present using a clear voice

Before the Lesson:

- Ensure students have a working email address, preferably an Office 365 Education Account
- Have students choose a presentation topic to focus on
- Have students research their topic using a graphic organizer (see APPENDIX A)

Introduction:

- Explain the purpose of learning presentation skills
 - *i.e., proper communication, leadership, confidence, etc.*
- Explain the lesson objective
 - *In this lesson, we'll be exploring how to create a cohesive PowerPoint deck that compliments a presentation. We'll also practice using a clear voice during presentations.*

Activity:

- Open Microsoft PowerPoint
- Open a new document – blank or from template
PAUSE to allow students to open a new document
- Before diving into the written content, explore the layout of the document
 - *i.e., theme, page color, font, etc.*
 - *Crucial to be mindful of design when creating slides. The most important aspects include color, font style and font size. Ensure that the color of the background does not clash with the font color. Also, ensure that the font size and style are legible.*
PAUSE to allow students to explore design elements
- Edit the title and subtitle
- Using the graphic organizer, begin to populate the slides
 - *Keep in mind that the layout of each slide can be changed. This depends on how you want to present your information in a way that compliments it. You can include text, pictures, or both on each slide.*
PAUSE to allow students to explore layouts and populate slides
- Once slides have been populated, begin practicing the presentation
 - *Include notes underneath each slide. The slides are for the audience members, whereas the notes are for the presenter – similar to cue cards.*
PAUSE to allow students to include notes
- Practice presenting using “Presenter View”
 - *Use the timer to verify how long you speak during each slide*
PAUSE to allow students to rehearse their presentation
- Record the presentation once confident during practice
 - *Use “Record Slide Show”*
 - *Watching a playback of your recorded presentation offers insight on areas of improvement*
PAUSE to allow students to record their presentation

Closing:

- Save the document to OneDrive and share it with the teacher
PAUSE to allow students to save and share the document

Assessment:

- Organization: *Does the student present ideas in a logical and organized manner?*
- Display: *Does the student create slides that are easy to read and complimentary to the presentation?*
- Voice: *Does the student speak clearly?*

Oral Presentation Using Microsoft PowerPoint

Presentation Topic

sunburns

Main Idea

What causes sunburns and how to prevent them

Supporting Detail

definition

Supporting Detail

Cause of sunburns

Supporting Detail

Types of sunburns

Supporting Detail

Prevent sunburns

Oral Presentation Using Microsoft PowerPoint

	Exemplary	Accomplished	Developed	Beginning	Score
Organization					/4
	Slide progression is always clear and coherent	Slide progression is mainly clear and coherent	Slide progression is somewhat clear and coherent	Slide progression is unclear and incoherent	
Display					/4
	All slides are easy to read and free of spelling/grammatical errors	Most slides are easy to read and free of spelling/grammatical errors	Some slides are difficult to read and contain a few spelling/grammatical errors	Many slides are difficult to read and contain numerous spelling/grammatical errors	
Voice					/4
	Voice is always clear and engaging	Voice is mainly clear and engaging	Voice is somewhat clear and engaging	Voice is unclear	



/12