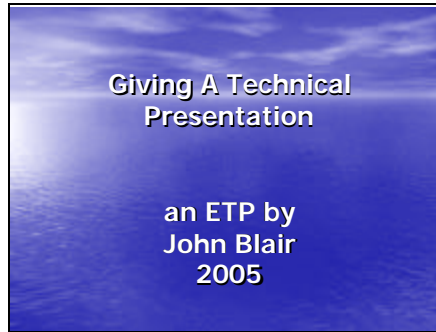


Slide 1



Slide 2



This PowerPoint presentation is intended to help high school students create and give professional-looking classroom presentations. As with any lesson plan, these slides should be modified to fit each individual teacher's style and philosophy.

Even though this is a 6th grade standard, high school students need to review good presentation skills. In particular, they need practice to help them avoid being nervous when they speak before a group.

Here is the lesson plan (cut and paste into Word to print):

**Daily Lesson Plan Form
(Direct Instruction Model)**

Subject: Science (could also be used in other subject areas) **Grade Level:** 9-12

Skill or Concept: Giving a Technical Presentation

Standards Addressed:

Grade 6 Science: Investigation and Experimentation.

7d: Communicate the steps and results from an investigation in written reports and oral presentations.

Materials Needed:

Laptop, speakers, projector.

PowerPoint presentation "Giving A Technical Presentation.ppt"

(Note: alternatively, the presentation can be printed off on overhead transparencies or as paper handouts so that it can be presented without a computer.)

(Another note: the only place sound is used in the PowerPoint is on the "Avoid Unnecessary Effects" slide. If you don't have speakers, it's ok, but you'll miss some silly sound effects.)

Tasks Before Class: Set up laptop, speakers, projector. (Or, prepare overheads, handouts.)

Learning Objectives:

SWBAT list the five main sections of a presentation.

SWBAT list at least three common mistakes in making a presentation.

Step 1 - INTRODUCTION**Expected Minutes: 5**

Making transition from previous learning, Activating prior knowledge, Motivating
Mention that one of the upcoming assignments will require making a presentation to the class. Ask for a show of hands of those that have done this before (expect most hands to be raised). Ask for a show of hands of those that are nervous giving a presentation (expect most hands to be raised). Ask a few students individually to describe why they are nervous or what happens when they get nervous. Lead into the instruction with a phrase like "Ok, let's look at what makes a good presentation and also look at how you can be less nervous when you have to give one."

Step 2 - INSTRUCTION**Expected Minutes: 25**

Providing information, Modeling, Checking for understanding
"Giving A Technical Presentation.ppt" has two parts to it. The first part goes over the elements of giving a good presentation. The second part serves as the basis for you to demonstrate a bad presentation on the solar system. (You can use this even if your science class does not deal with astronomy (for example, biology), since it is a subject that all high school students should be familiar with to some degree. Therefore they can focus more on the style of the presentation rather than trying to understand the content.) Go through the slide presentation, discussing what makes a good presentation. (Some additional comments may be found in the "notes" section of the slide. You can see the notes by selecting "View/Notes Page" from the PowerPoint menu. You can also print the notes view from the printer dialog.) Most of this is pretty obvious to a teacher, since we are "on stage" every day, but may be new to many of the students. Explain things. Define vocabulary (like "fonts"). Students should be asked to take notes during this section. In particular, they should write down the five points under "Content: Complete" and the common mistakes. (The Agile Software slide is included as an example of good use of animation. This is a real business presentation slide used with permission. The animation draws attention to the various stages of a product lifecycle curve, and is used to allow discussion of the various factors that hurt a product's profitability.)

Step 3: GUIDED PRACTICE**Expected****Minutes: 5**

When you get to "A Bad Example..." tell the students that you are going to intentionally try to give a bad presentation (...hopefully they can tell

the difference from our normal classroom teaching...) and that they are to write down the things that they find bad. This is apparently a presentation on the solar system (who knows, there is no title or introduction). The slides are arranged in order of size of the objects (Sun biggest to asteroids smallest), which appears random to most people. The slides are black and white factoids with no pictures and no interesting information. When they are ready to write, have fun! Ham it up. Go through the 11 slides in about two minutes. Face the screen, your back to the students, most of the time. Just read (quickly or stumblingly) what is on the slide. Speak sometimes in nearly a whisper so they can't hear you. Provide no additional information. When you finish with the asteroids, before going to the next slide say: "You'll have a quiz on this tomorrow. Any questions?" If you've done a really good job giving a bad presentation, there should just be stunned silence.

Note: "Terra" is used as the name for Earth to add confusion. Also at the time of this lesson plan, a possible tenth planet, temporarily being called "Xena" (yes, after the Lucy Lawless character) is being discussed, and is thus included in the solar system slides.

Step 4: CLOSURE

Expected

Minutes: 10

Move on to the "Conclusions" slide and discuss with the students what they noted.

Step 5: INDEPENDENT PRACTICE; ASSESSMENT *(separate options)*

Move on to the "Homework" slide and assign each student one topic/planet of the solar system (obviously several students will each have the same topic unless you've got a really small class). Ask them each to take their topic/planet and create one or two slides that they would consider really interesting, fun, and informative. Have them each email their improved slides to you. Grade this using the same criteria you would use for other homework assignments. You may also wish to have them write down the five main parts of a presentation (Title, introduction, body, conclusions/summary, sources) or three or more common presentation mistakes as an "exit slip".

**FINAL STEP: REVISIONS FOR NEXT TIME /
TEACH THE LESSON:**

Slide 3

What Makes A Good Presentation?

- Good speaking skills
- Good content
 - Complete
 - Interesting
 - Accurate
 - Right level for your audience
 - Easy to understand
- Good format
 - Pleasant visuals
 - Easy to read

This is the “introduction slide, giving a quick overview of what will be covered. Don’t spend too much time here as each point will be covered in more detail later on.

Slide 4

Speaking Skills

- Speak slowly, clearly, and loudly
- Look at your audience, not at your visuals
- Do not read your overheads to the audience. Talk to your audience.
- End with: “That concludes my presentation, are there any questions?”

As a teacher, we (hopefully) consider this to be obvious. Our students, however, may not have thought about these points. The last point is a simple way for the speaker to conclude the presentation. Otherwise it sometimes just kind of dwindles down and the audience (and sometimes the speaker) isn’t sure if/when it’s finished.

Slide 5

Dealing With Presentation Jitters

Frank and Ernest

LECTURE TONIGHT
EFFECTIVE PUBLIC SPEAKING TECHNIQUES

I WAS AFRAID TO TALK TO MYSELF IN PUBLIC UNTIL I STARTED PICTURING MYSELF IN MY UNDERWEAR.

© 1992 ... CHULZ

- Know your material
- Just talk to your audience, don’t “present”

The cartoon is, of course, referring to the common advice to image the audience in its underwear to help you avoid being nervous. As a teacher we’d probably lose our credential if they thought we were doing this. Also, I doubt that it would actually work for anyone. The key points are the bullet items.

Slide 6

Content: Complete

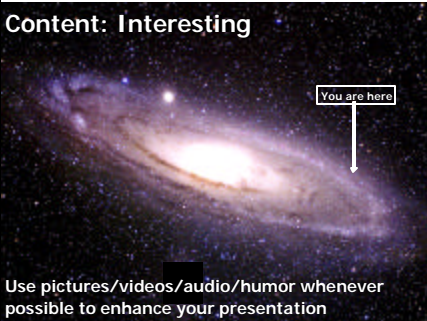
1. Title
2. Introduction
3. Main presentation
4. Summary/conclusions
5. Bibliography (sources)

Simple structure. The title slide should also generally contain the date and presenter's name. The introduction slide is just a quick overview (like a table of contents) to prepare the audience for what's ahead. The rest are self explanatory.

It may help the students organize and write their presentation if they do the title, intro, and summary slides first.

Slide 7

Content: Interesting



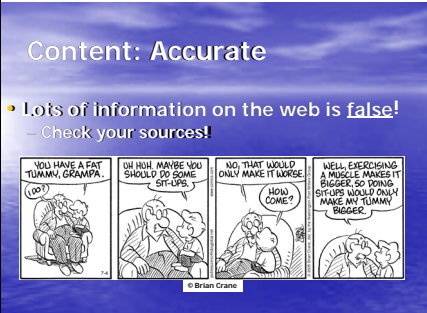
Use pictures/videos/audio/humor whenever possible to enhance your presentation

Emphasize the point that nothing is more boring than a lot of words. Also, it's good not to take yourself or your subject too seriously. Humor is good.

Slide 8

Content: Accurate

- Lots of information on the web is false!
– Check your sources!



© Brian Crane

Tell students to cross-check their information by looking at more than one source (and give both credit in the bibliography) if they are unsure about the facts or the credibility of a source.

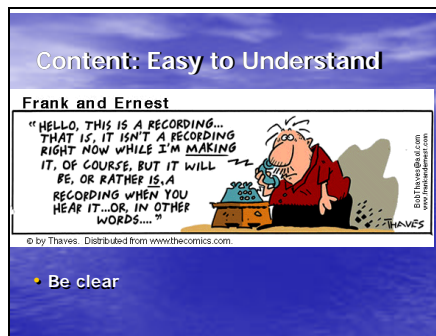
Lots of what you think is true, is not.

Slide 9



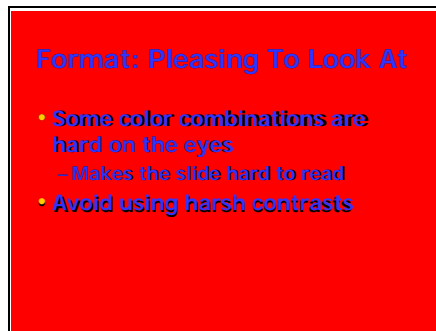
Since students will usually be presenting to their classmates, all they have to do is provide content at their own level and interest. They must put things in their own words, not just cut and past off of the internet since this is both plagiarism and also usually not too understandable by a high-schooler.

Slide 10



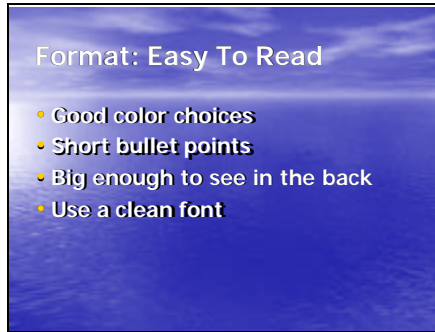
'Nuff said.

Slide 11



Mention that most computer presentation packages like PowerPoint offer predefined color/font/background combinations that are generally pleasing to look at. (In PowerPoint it's "Format/Slide Design".) Even if they don't want to use the predefined formats, they provide good examples of what colors and fonts, etc. work well together.

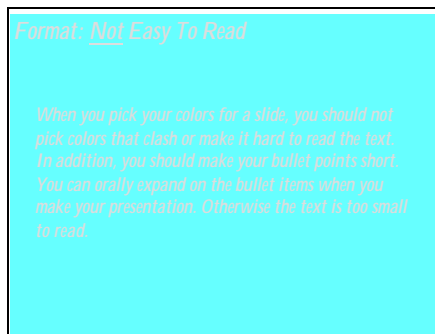
Slide 12



By a “clean font” I mean a simple, probably sans serif font like Arial rather than a script font or old Gothic script (leave that to the taggers).

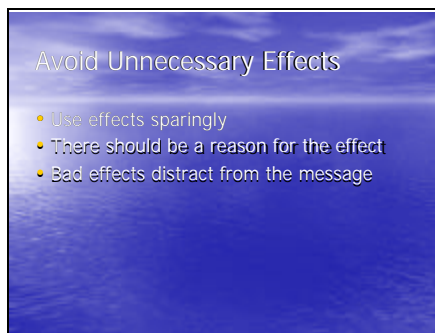
Easy to read also means not trying to put too much text on a slide.

Slide 13



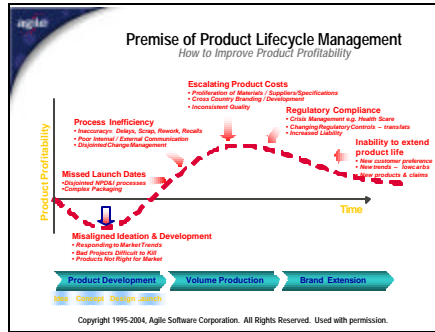
Here is an example of a slide that is not very easy to read because of the poor contrast between the background and text color. Other examples could be text that is on top of a busy picture. This slide also tries to say too much rather than just use short bullet points.

Slide 14



This will probably be the students’ favorite slide even though it’s supposed to be a bad example. This slide has sound effects too if you are hooked up to speakers.

Slide 15



This is an actual business presentation slide from Agile Software. It is a good example of how animation can be used effectively. When the animation is over, the speaker can talk about the different factors that effect a product's profitability. It's also an example of a good clean layout. It's a busy slide but well laid out.

Slide Copyright Agile Software. Used with permission.

Slide 16

- ### Common Presentation Mistakes
- Not knowing your material
 - Not talking loudly enough
 - Material not well organized
 - Rambling—talking too long
 - No pictures, just words

Some summary.

Slide 17

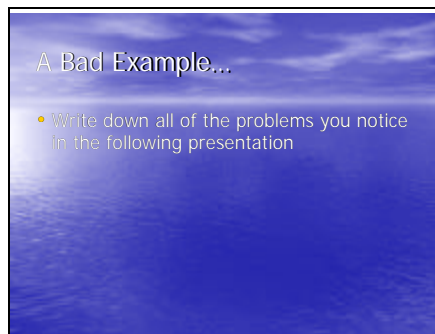
- ### Conclusions
- Keep it neat
 - Keep it simple
 - Talk to your audience, not at them

More summary.

Slide 18



Slide 19



This is the beginning of the second part of the lesson.

Tell the students that you are going to intentionally try to give a bad presentation (...hopefully they can tell the difference from our normal classroom teaching...) and that they are to write down the things that they find bad. This is apparently a presentation on the solar system (who knows, there is no title or introduction). The slides are arranged in order of size of the objects (Sun biggest to asteroids smallest), which appears random to most people. The slides are black and white factoids with no pictures and no interesting information. When they are ready to write, have fun! Ham it up. Go through the 11 slides in about two minutes. Face the screen, your back to the students, most of the time. Just read (quickly or stumblingly) what is on the slide. Speak sometimes in nearly a whisper so they can't hear you. Provide no additional information. When you finish with the asteroids,

before going to the next slide say: "You'll have a quiz on this tomorrow. Any questions?" If you've done a really good job giving a bad presentation, there should just be stunned silence.

Slide 20

Sun

- *Diameter: 1,390,000 km*
- *Distance to the sun: 0 km*
- *Number of moons: 0*
- *Other: Source of energy*

Slide 21

Jupiter

- *Diameter: 143,800 km*
- *Distance to the sun: 780,000,000 km*
- *Number of moons: 62*
- *Other: Mostly gas*

Slide 22

Saturn

- *Diameter: 120,000 km*
- *Distance to the sun: 1,430,000,000 km*
- *Number of moons: 33*
- *Other: Rings*

Slide 23

Uranus

- *Diameter: 51,200 km*
- *Distance to the sun: 4,510,000,000 km*
- *Number of moons: 27*
- *Other: Many jokes about the name*

Slide 24

Neptune

- *Diameter: 48,600 km*
- *Distance to the sun: 4,510,000,000 km*
- *Number of moons: 13*
- *Other: God of the sea*

Slide 25

Terra

- *Diameter: 12,800 km*
- *Distance to the sun: 150,000,000 km*
- *Number of moons: 1*
- *Other: Life*

“Terra” is, of course, another name for the Earth.

Slide 26

Venus

- *Diameter: 12,100 km*
- *Distance to the sun: 108,000,000 km*
- *Number of moons: 0*
- *Other: Almost same size as Earth*

Slide 27

Mercury

- *Diameter: 4,900 km*
- *Distance to the sun: 58,000,000 km*
- *Number of moons: 0*
- *Other: Shortest year*

Slide 28

Xena

- *Diameter: 3,000 km*
- *Distance to the sun: 14,550,000,000 km*
- *Number of moons: 0*
- *Other: Most recent*

At the time of this lesson plan, a possible tenth planet “2003 UB313”, temporarily being called “Xena” (yes, after the Lucy Lawless character) is being discussed, and is thus included in these solar system slides.

Slide 29

Pluto

- *Diameter: 2,200 km*
- *Distance to the sun: 5,920,000,000 km*
- *Number of moons: 1*
- *Other: Not Mickey's dog*

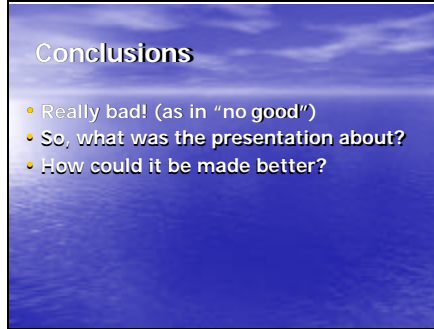
Slide 30

Asteroids

- *Diameter: Varies, less than 500 km*
- *Distance to the sun: 140,000,000-2,000,000,000 km*
- *Number of moons: 0*
- *Other: More than a million of them*

When done, and before going to the next slide say: “You’ll have a quiz on this tomorrow. Any questions?” If you’ve done a really good job giving a bad presentation, there should just be stunned silence.

Slide 31

A presentation slide with a blue background and a white border. The title "Conclusions" is at the top. Below it are three bullet points.

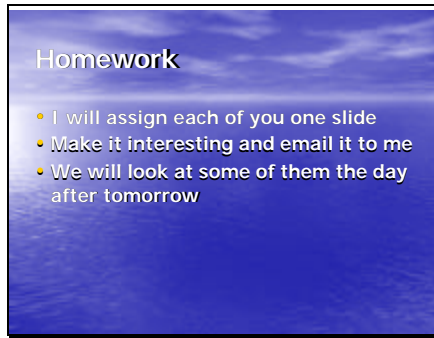
Conclusions

- Really bad! (as in “no good”)
- So, what was the presentation about?
- How could it be made better?

If you did a good job of giving a bad presentation you should be able to have a good classroom discussion at this point.

The last point is the important one because it will help them with the homework assignment.

Slide 32

A presentation slide with a blue background and a white border. The title "Homework" is at the top. Below it are three bullet points.

Homework

- I will assign each of you one slide
- Make it interesting and email it to me
- We will look at some of them the day after tomorrow

Assign everyone in class one of the solar system topics (sun, mars, asteroids, etc.) You may also want to assign some topics like “relative sizes of the sun and planets” and “relative distances of the planets from the sun” and see if they can find some nice graphics on these.

Give them a couple of days to turn the “bad” presentation slides into “good” presentation slides. This may mean that one slide becomes two or three (but not more).

Use some time on another class day to show the improved slides and perhaps have some of the students “present” their slides.