

Teachers' Notes – Session 5

Preparing the presentation



Organisation

- Group size:** 6 – Team leader is appointed/chosen
- Timing:** 50 Minutes
- Resources:** Presentation tips sheet (one per group)
PowerPoint and/or Photo Story 3 software (free to download from Microsoft's website – see page 64)

All students should be involved in the group presentations and they should, therefore, take an active part in the preparation. As presenting may involve some students speaking to a larger group for the first time it may be worth ensuring that:

- the appointed/chosen leader is happy to speak
- it is clear who will say what and in what order
- bullet pointed lists are used for the main points they will raise
- a predetermined format is used using key phrases such as, 'We decided to...' 'The reason for this was...' 'Another important point was...' 'One advantage may be...' 'Possible drawbacks include...' 'Overall...' 'We decided...' 'We believe that...'
- the presentation material is created at a size for the audience, not just the speaker, to see.
- the group uses bullet points, simple clear diagrams and limited numbers of summarised points or prompt words
- common headings are addressed by all e.g. customer base, costs, employees, advertising, employee selection, risk evaluation and creativity/innovation.

Finally explain that each group will only have a limited amount of time (e.g. with 10+ groups 4 minutes is more than enough). Stress that they will be stopped if they take too much time.

See extension activity on page 63 – Guide to using Photo Story 3.

See page 3 for possible extension activities.



Student Sheet – Session 5

Preparing the presentation – Presentation tips



Think about a border to give a clear edge to your poster

Eye-catching Title

that immediately tells the reader what this display is all about

A **The introduction:** should explain what you were trying to find out.

- Your aims should be clear to the audience.
- The message should be bold, clear and easy to understand.

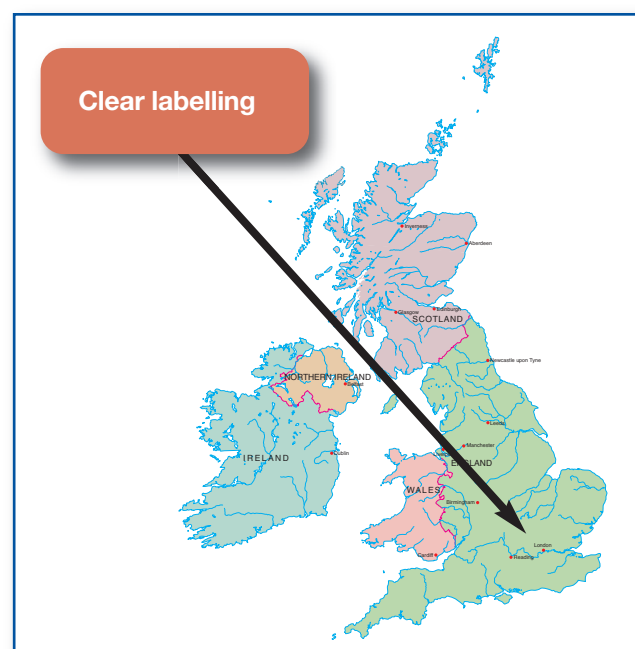
B **The main text:** should be large enough in terms of handwriting or font to be read from 5–10m away. You may use bullet points to highlight:

- Interesting facts and numbers
- Key points
- Important questions.

C **Text boxes:** these will help the reader separate out different parts of the presentation.

All diagrams, photos and plans should have...

A title: Our new location



Use different shapes sparingly to emphasise key ideas and outcomes. Too many fussy bits will clutter up your design.

Leave some white space

D **Conclusions:** these points should sum up your findings in bulleted sentences or short paragraphs.

