

Lesson 4: How Do I Make a Presentation?

BBB: Presentations

Purpose

Watch the video at one of the following addresses:

<http://goo.gl/gQ44o7>

<http://www.youtube.com/watch?v=BIbACnT-Ed0>



Your Progress:

- Mastery
- Proficient
- Developing
- Beginning

Watch the video carefully and be sure that you understand the lesson. Re-watch any part of the video that is unclear to you. After watching the video carefully, answer the following questions:

Questions

1. What was wrong with the first title slide, Mr. Bingaman and Mrs. Ostrowski. (Ms.Wong) presented?

- A. The text was too small and difficult to see.
- B. The color of the text did not show up well on the background.
- C. The animation was too long.
- D. All of the above were a problem.

2. Why is reading a slide to the audience a problem?

- A. You are not facing your audience.
- B. You are projecting your voice in the wrong direction.
- C. Slides should not have a lot of words on them, just pictures and bullets.
- D. All of the above are a problem.

3. Label each of the items below **Do** if they are something you want to do during a presentation, and **Do Not** if they are something to avoid during a presentation.

_____ Copy a thumbnail from Google and stretch it until it fits the slide.

_____ Decide who will speak during each slide before your presentation.

_____ Use note cards, or practice what you will say so that you can face your audience.

_____ Speak loudly, even when it is not your turn to present.

_____ Use long, elaborate animations to make text more interesting.

_____ Write your ideas out completely in the slides so that the audience can read everything.

_____ Make the background and text colors that contrast each other.

_____ Use images in graphs instead of writing a lot of text.

