

A detailed illustration of a school desk. In the top left, there is a green notebook and a silver pen. A yellow pencil with a pink eraser and a pink band is positioned diagonally across the top left. In the top right, a blue spiral notebook is open, showing a page with a drawing of a butterfly, two hearts, and the word "hello" written in cursive. The main surface is a large sheet of lined paper with the word "Presenting" written in the center. At the bottom right, a white and orange marker lies horizontally. The background is a light-colored wooden desk surface with some yellow eraser shavings.



This icon indicates that the slide contains activities created in Flash. These activities are not editable.



This icon indicates that a slide contains audio.



This icon indicates coverage of the Language Standards.



This icon indicates that a worksheet accompanies the slide.



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College and Career Readiness Standards for Speaking and Listening:

4. Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
5. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.



Giving a presentation is a bit like telling a story.

- A presentation should have a beginning, a middle and an end.
- It should be told in a sensible order.
- It should keep the audience interested.

Can you think of any other ways that giving a presentation is like telling a story?





Your presentation should begin with an introduction. This should introduce the subject of your presentation and summarize what you will be talking about so the audience knows what to expect.

A “hook” will help to grab the audience’s attention.



Look at these openings:

- Bullying is really mean and shouldn’t be allowed.
- I’m not sure whether bullying is a problem here or not, but...
- Are you scared to go to school every day?

Which is the most effective? Why?



Imagine you are giving a presentation on the dangers of smoking. How will you get your audience's attention during your introduction?

Look at these examples and link them to the techniques being used.

Press **start** to begin.

start





After an attention-grabbing introduction will come the main body of your presentation.

It is a good idea to structure your presentation around a few key points or themes.



Many people recommend dividing the main body of a presentation into three points, as the human brain finds it easier to remember groups of three.

Imagine you are giving a presentation about your town. What three sections could you divide it into?





Once you have decided on the key points that will make up your presentation, you need to decide what details to include. These should:

- be relevant
- be backed up with reliable evidence
- keep your audience interested.



Imagine you are giving a presentation about your school. Why shouldn't you include these details?

“Someone told me that Napoleon went to our school.”

“I was late for school yesterday.”

“There are over 400 species of shark.”



Imagine that you are giving a presentation on the Moon. You have decided what your main points are going to be, and now you are deciding which details to include.

Some of these details are effective, but some are irrelevant, unreliable or not interesting.

Drag each one to the correct category.

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Consider what order the different sections of your presentation should go in. The information should be presented in a logical order.

Look at the following points.
Does this order make sense?

- Kevin bit me on the hand.
- Kevin doesn't like baths.
- I was trying to give Kevin a bath.
- I have a dog called Kevin.



What order should this information be presented in?
Why?

Imagine that you are giving a presentation about an abandoned warehouse in your town that you would like to turn into a skate park.

What is the best order for the different sections of this presentation?

Drag each section into the desired position. Be prepared to explain why your order is best.

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You should end your presentation with a conclusion that summarizes your main points.

To finish your presentation strongly and to reinforce your main point, you may wish to include:

- a rhetorical question
- a quotation
- a shocking statistic.



How else could you end your presentation with a bang?



It is important to deliver your presentation in a clear and confident way.

- Speak clearly and loudly enough so that everyone in the audience can hear you. It will not matter how interesting your presentation is if no one can hear it!
- Make eye contact with members of your audience. This helps the audience to feel that you are talking to them, not just to yourself.
- Practice your presentation in front of some friends or family members. This will help you to feel more confident during the real thing.



The way you deliver your presentation is important. If you seem confident and relaxed, your audience will relax and listen. If you seem nervous and distracted, your audience will also be distracted.

Decide whether each action is a presentation "do" or "don't" and select the correct answer.

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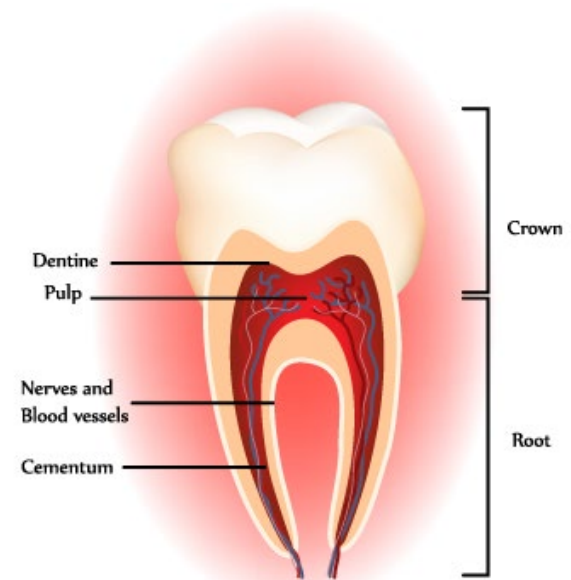
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It may be useful to use multimedia components as part of your presentation. This could include:

- images
- diagrams
- maps
- graphs
- video
- sound.

Sometimes it is clearer and easier to show an image than to explain the same information; for example, a diagram of a tooth.



However, make sure any multimedia you include is relevant. Unrelated multimedia is distracting.



Using multimedia as part of a presentation can help to make the information you are presenting clear, strengthen the claims you are making and add interest to your presentation.

Link these presentations with the multimedia components that could be included within them.

Press **start** to begin.

start

