ELECTRONIC PRESENTATION
Classmate Introduction
Overview

GOAL: Create a timed kiosk presentation with voice narration "introducing" a classmate.

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Incorporate audio and visual elements (e.g., sound, graphics, animation). G7	1.4, 1.6	Plan and produce a multimedia presentation introducing a classmate. Interview a classmate, then outline and storyboard the information gathered during the interview process (name, nickname, hobbies, extra curricular activities, family, etc.). Scanners and/or digital cameras will be used to capture images that relate to content. Voice narration is to be captured and inserted into the presentation.	The *Classmate Introduction* assessment will be used to evaluate the planning (interview, outline, and storyboard), design, content, slide layout, graphics, text, color, audio, timing, object/slide transitions, consistency, and the degree to which presentation meets its goal of introducing a classmate to the class (target audience).
Incorporate transitions. G8	1.4, 1.6		
Apply builds to slides. G9	1.6, 1.6		
Apply timed settings. G10	1.4, 1.6		
Import files into a presentation (e.g., text, graphics, sound, video). G11	1.4, 1.6		
Prepare an electronic presentation using a variety of formats (e.g., text, graphics, bulleted lists). G12	1.4, 1.6, 1.8		
Manage files. A7	1.4, 2.7		
Use organizational tools to plan multimedia products (e.g., storyboarding, outlining, branching). A19	1.8, 2.7		
Proofread and correct multimedia documents. A14	CA1, 2.2		

Activity originally developed by Jeff Cochran, Columbia Career Center; adapted and used with his permission.

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Teaching Points

Overview

Introducing speakers or persons to an audience is only one of the many forms of presentations used in the business world and every day life. Some presentations are operated by the presenter, some presentations are operated by the user based on the selections made, and some presentations run as a timed kiosk show. This activity focuses on a timed, self-running kiosk presentation, incorporating many multimedia skills that will be used to introduce a classmate.

Content Review

Review and/or demonstrate the following as needed:

1. Questions to ask in the student-to-student interview
2. Proper outline and storyboard format
3. Design and layout of presentations
4. Digital camera and scanner use
5. Setting up presentation as a kiosk—timings, narration (audio files), etc.

Activity Preparation

Show examples of former students' work (outlines, storyboards, presentations) if available to give ideas of possible slide content the student should get from the interview process.

Brainstorm possible questions to ask of the classmate during the interview process.

Assign the reading of a magazine or Web article to practice outlining and/or storyboarding.

Practice storyboarding by sketching out a presentation layout of what that outline could become.

Using presentation software, demonstrate how to create a slide show (text, graphics, transitions).

Demonstrate setting up kiosk presentations—with timings, narrations and/or other audio files.

Demonstrate the use of a digital camera and a scanner.

Review and/or demonstrate how to print presentations as handouts.

Review and/or demonstrate how to generate an output file of the presentation (Pack-and-Go). Discuss file types/extensions for this procedure.

Review design concepts: balance, white space, color, graphics, etc.

View the work of several former students, and evaluate their work using this assignment's assessment rubric.

Resources

Supplies needed for the activity:

Presentation software
Computer with projection equipment
Microphone for audio input
Paper
Scanner
Digital camera(s)

Web sites (and/or key words to use for search):

Font sites:
www.acidfonts.com

www.fontfreak.com

http://www.kumc.edu/SAH/OTEd/jradel/Preparing_talks/103.html
"How to" of presentations, includes information on outlining

http://media.olivet.edu/training/powerpoint2000.htm
How to use PowerPoint

Key words: *presentation, making introductions*

Books, articles, and other resources:

Agency for Instructional Technology. (2002). *Communication 2000: Powerful presentations: Learner guide/CD study guide package.* Cincinnati, OH: South-Western Educational Publishing.

Beskeen, D. (2002). *Microsoft PowerPoint 2002—Illustrate introductory.* Boston, MA: Thomson Course Technology.

Counts, E. L. (2004). *Multimedia design and production for students and teachers.* Boston, MA: Allyn and Bacon (Pearson Education).

Shelly, G. B., Cashman, T. J., & Sebok, S. L. (2004). *Microsoft Office PowerPoint 2003: Comprehensive concepts and techniques.* Boston, MA: Thomson Course Technology.

Solomon, A. W. (2004). *Introduction to multimedia.* Columbus, OH: Glencoe (McGraw-Hill).

Obtain the following books, videos, and other materials from Resources@MCCE
http://www.resouces@mcce.org.

Communication 2000 - Effective Presentations - Module 14; Communication 2000
Kit; 2 template disks, learner's guide, instructor's guide, audiocassette, videodisc, videocassette – An innovative applied academics program that uses multimedia technology to present a comprehensive communication curriculum. Consists of free-standing modules that each contain 15 lessons. This is the fourteenth unit titled "Effective Presentations."
[6928 — R COMM 2000 MOD14]
CINCINNATI, OH, AIT & SOUTH-WESTERN PUBLISHING, 1999.

Make Presentations Work for You
Video; 12 min. – Gives specific techniques and tactics on speaking before a large crowd. Provides keys to successful presentations. How to build style techniques. Show ways to enhance your presentation skills.
[3672 — BE Video 107]
BLACKWOOD, NJ, COMMUNICATION BRIEFINGS, 1993.

Using Visual Aids: A Guide For Effective Presentations; Revised; A Fifty-Minute Series
Raines, Claire
Book – When, why and how to use visual aids. Organizing and creating visuals-overheads, slides, charts and graphs, flip charts, posters, videos and others.
[7630—C&E 10.0050 CDJS73]
MENLO PARK, CA, CRISP PUBLICATIONS, INC., 1995.

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Assignment

In this project you will create a timed kiosk presentation (2-3 minutes in length) introducing a classmate. Don't forget to create a project folder to house all your needed files. The goal of the presentation is to "introduce your classmate." The audience is your peers/classmates.

1. Interview your "client" (classmate) to gather the content. Possible slides could include name, nickname, extracurricular activities, hobbies, family, job, favorites, etc.

2. Outline the content gathered from your interview.

3. Storyboard the content by sketching the layout of each slide. Write out the audio narration and sketch the animation to be used throughout the presentation.

4. Collect needed media into project folder. Possibilities include:
   a. Download and install a font
   b. Ask "client" (classmate) to bring pictures to scan; use a digital camera to take pictures
   c. Record voice over narration from microphone
   d. Capture background audio
   e. Capture background image or use template

5. Set presentation to auto play.

6. Add animation and transition effects.

7. Add background narration and timings.

8. Generate your output file.

9. Print a handout copy with four slides to a page.

10. Print a copy of the project folder/directory of contents.

11. Move the file to computer with projector to be shown as a kiosk presentation.

Resources

Web sites (and/or key words to use for search):

www.acidfonts.com
Font site

www.fontfreak.com
Font site

http://www.kumc.edu/SAH/OTEd/jradel/Preparing_talks/103.html
How to prepare presentations; includes information on outlining

http://media.olivet.edu/training/powerpoint2000.htm
How to use PowerPoint

Key words: *presentation*, *making introductions*

Student _____   Due Date _____   Date Submitted _____

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Assessment

Directions: Rate each category on a scale of 10 (high) to 1 (low) on how well the criteria are met.

Criteria	10-9	8-7	6-5	4-3	2-1
Planning and Content (10) ☐ Storyboard/outline with detailed description ☐ Structure (flows smoothly) ☐ Quantity of information on interview ☐ Audience and purpose specific information					
Layout and Design (10) ☐ Balanced text to images ☐ Use of white space ☐ Consistency ☐ Color appropriateness ☐ Text ☐ Background ☐ Pictures ☐ Other					
Graphics and Animation (10) ☐ Appropriate selection ☐ Effectively used ☐ Correctly manipulated ☐ Sized effectively					
Text (10) ☐ Appropriate size ☐ Effective style/face ☐ Readable ☐ Consistency used					
Functionality (10) ☐ Audio levels ☐ Transition and effects ☐ Timings					

Student _____   Due Date _____   Date Submitted _____

Criteria	10-9	8-7	6-5	4-3	2-1
Creativity (10) ☐ Original ☐ Attention getting ☐ Interesting					
Subtotal					

Deduct 1 point for each uncorrected error =

Total Points =

Other Requirements	Yes = 2 points	No = 0 points
Handout copies (4 per page)		
Copy of project folder		
Subtotal		

Total Points =

Project Total =