

# **ELECTRONIC PRESENTATION**

## **Classmate Introduction**

### **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](http://www.acidfonts.com)

[www.fontfreak.com](http://www.fontfreak.com)

[http://www.kumc.edu/SAH/OTEd/jradel/Preparing\\_talks/103.html](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.