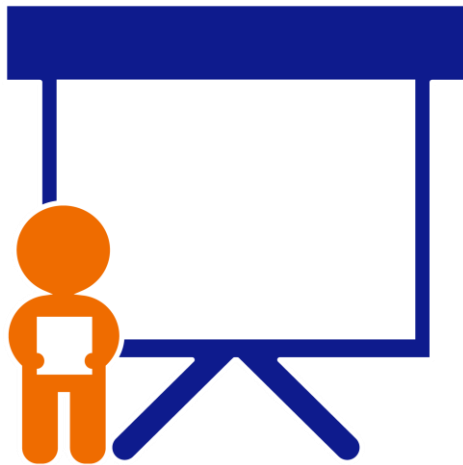# TECHNOPresenter

Workbook

Lessons for Elementary Students: Grades 3 - 8

Technology Project for

PowerPoint Online

TechnoPresenter integrates public speaking with research and technology skills. An inquiry-based approach is used to formulate a question and investigate the answer. Facts are presented using a slide show and shared with others in an informative speech.

In this project, students give an oral presentation using a slide show as a visual aid. To start, they view a sample and examine the content. Next, they generate a question and research a topic. Using PowerPoint Online, students organize facts on slides. To prepare for public speaking, students write a set of notes. Upon completion, they communicate their findings to an audience. Extension activities explain how to collaborate with a partner, insert a video, create a graphic organizer, or animate text.

TECHNOKids

From the Publisher
TechnoKids Inc. develops and publishes computer curriculum that provides a project-based approach to learning. Students integrate the use of Information and Communication Technology (ICT) to complete innovative theme-related activities.

Projects are thoroughly evaluated and tested by certified teachers to ensure they teach leading-edge ICT skills and are developmentally appropriate for students. Each project comes complete with teacher resource materials, such as handouts, activity sheets, evaluation forms, parent letters, extension activities, and certificates.

TechnoKids Inc. projects enable teachers to help students become powerful technology users while developing the problem-solving skills, self-confidence, and positive attitudes that will make them the social and business leaders of tomorrow.
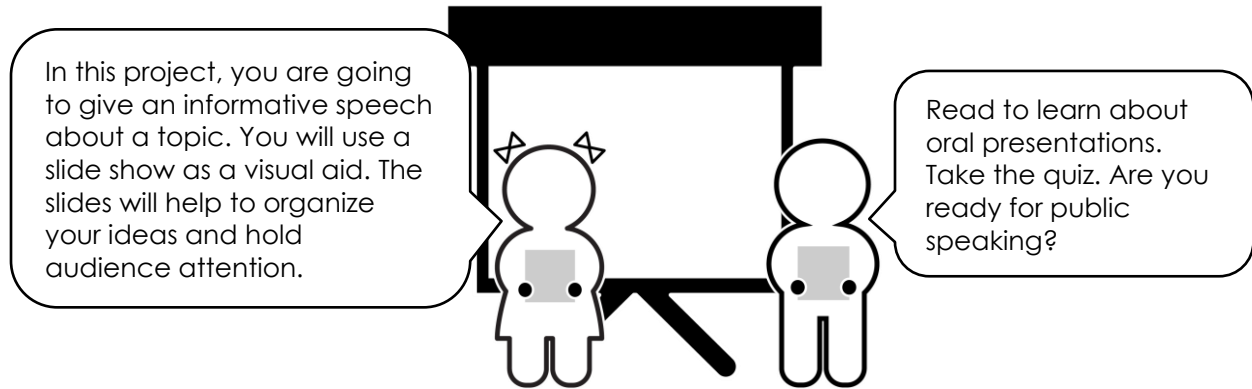
Our mission is to combine education and technology

to provide children with the core computing skills

that will best prepare them for the future.

Table of Contents

Assignment 1 Oral Presentations and Public Speaking

In this project, you are going to give an informative speech about a topic. You will use a slide show as a visual aid. The slides will help to organize your ideas and hold audience attention.

Read to learn about oral presentations. Take the quiz. Are you ready for public speaking?

Why Give an Oral Presentation?

In an oral presentation the speaker delivers a speech to an audience. Public speaking is an excellent way to share information about a topic or entertain a large group of people. People want to listen to a speaker because they can learn from an expert. Often audience members can ask questions afterwards, which helps a person understand more about the topic.

People give oral presentations every day. At school they may be part of classroom learning, assemblies, council meetings, or open house activities. They could happen at a career day talk, fire safety demonstration, or graduation ceremony. Outside of school, oral presentations can occur at meetings, political rallies, press conferences, trade shows, weddings, or charity events.

1. What oral presentations have you heard either in person or using digital media?

    ☐ award ceremony ☐ motivational talk ☐ political speech

    ☐ sales pitch ☐ sermon ☐ news report

    ☐ information session ☐ tribute other:

2. Many jobs require a person to give an oral presentation. Check off the jobs that you find interesting.

    ☐ sales person ☐ politician ☐ fundraiser

    ☐ professor or teacher ☐ press secretary ☐ motivational speaker

    ☐ news reporter ☐ religious leader ☐ actor

    ☐ lawyer ☐ school principal other:

3. Have you ever given an oral presentation before?

    ☐ no ☐ yes If yes, what was it about?

    If yes, who was the audience?

Rate Your Public Speaking Readiness

Many situations require giving an oral presentation to an audience. Being a good public speaker is important. You need to be able to speak in front of a crowd, hold audience attention, and make the information easy to understand. Are you ready to speak in public? Take the quiz!

	Always	Sometimes	Never
I like to share what I know with others.			
I would rather give a presentation than write a report.			
I enjoy speaking in front of a group.			
When I speak, others can hear me across the room.			
I speak slowly and clearly even when I feel nervous.			
I change my voice to express different feelings.			
I think before I speak.			
I look people in the eye when I am talking.			
I use hand gestures and body movement to help others understand what I am saying.			
Total each column			
TOTAL			

Confidence Plus! Let's Get Started Right Now
Checkmarks mostly in the *Always* column

You have the skills to give an informative speech to a large group. You can hold audience attention and make the information easy to understand. Have fun sharing your expertise with others.

Feeling Okay with this Exciting Challenge
Checkmarks mostly in the *Sometimes* column.

You have many of the skills needed to present to a crowd. You are well on your way to becoming a great public speaker. Think about practicing in front of a small group to boost your confidence.

Nervous, But Ready to Learn
Checkmarks mostly in the *Never* column.

You are not alone! For many people, their greatest fear is public speaking. Do not worry! The activities in this project will give you the skills you need to become a great public speaker. Consider teaming up with a partner to share the workload and increase your confidence.

Assignment 2 Study a Presentation

When giving an oral presentation, the speaker will use a visual aid to organize ideas, hold audience attention, and help explain the information clearly. A popular visual aid is a slide show. As the speaker talks, a slide is shown on a large screen.

▷ Open the *Presenter folder*.
   View the *Diamonds with Notes* sample and answer the questions.

1. Slides will often have bulleted notes to highlight key points the speaker wants to make. This gives the audience a place to focus their attention and tells them what is important.

   The speaker does not *just* read the information on the slide. Instead, he or she will expand on each point by adding more detail, giving an example, or sharing a personal story.

   View slide 2 *How do Diamonds Form?*

   a. Why do you think the information is in a bulleted list instead of written in one paragraph?

   b. Why should a speaker provide extra information that is not on the slide?

2. The speaker keeps track of what he wants to say using *speaker notes*. Speaker notes can include reminders about what to say, additional sources of information, or detailed facts.

   View <u>below</u> slide 2. Additional notes are provided.

   Why do you think all the information isn't on the slide?

3. Slides can also include objects such as pictures, diagrams, tables, or graphs. These are used to illustrate an idea or organize information in an interesting way.

   The speaker may not always talk directly about each object but instead will use them to emphasize a point.
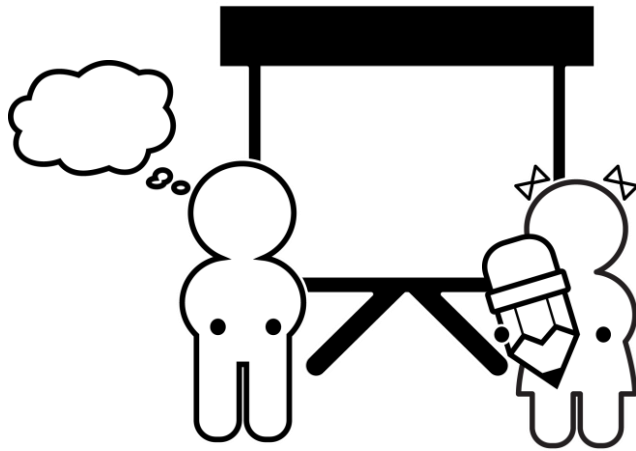
   a. View slide 2. What is the purpose of the diagram?

   b. View slide 3. Which fact in the table would you like the speaker to tell more about?

   View the *Mummy* or *Vegetables* sample to see more.

Assignment 3 Select a Topic and Research a Question

Your teacher likely already has a topic for your oral presentation. Find out!

Once you know the area of study you need to select a question to research.
What interests you? What does your audience want to know?

Tips for writing a research question:

- ✓ Explore the topic first. It helps to have a bit of knowledge.
- ✓ Discover something new. You should not know the answer before you start the research.
- ✓ Keep it open-ended. The question should not be answered by yes or no.
- ✓ Be specific! The question should not be too general.

Write a Research Question

Audience:
Topic:
Research Question:

What is…?	What is a solution to…?	Why do we need…?
How many…?	What role does…?	What impact does…?
Why are…? Why do…?	How did … happen?	How have improvements…?
How does … work?	What evidence shows…?	What can be done to…?
Who are the main…?	Where should…?	How does changing…?
What methods were used…?	What is the best way to…?	What is the importance…?
Who is responsible for…?	When is a good time to…?	How could … be improved?
What happened after…?	Who do I think…?	Is…a good idea?
What are the factors…?	What difference does…?	What might happen if…?

Organize Research Findings

You are going to give a presentation about your topic.

- Investigate your research question to find answers.
- Discover interesting facts your audience will want to know.
- Record your sources of information.

▷ Open *Organizer* in the Presenter folder using Word Online
  or print this page or complete the PDF worksheet.

Research Question:	
Answer to Question:	
Interesting Facts 3 facts	
Sources	

Assignment 4 Make a Title Slide

You are going to start to create your presentation. You will:

- pick a theme and choose a variant
- format the font, size, and style of text
- apply a fill and change the line style of a text box
- insert an image and apply a style
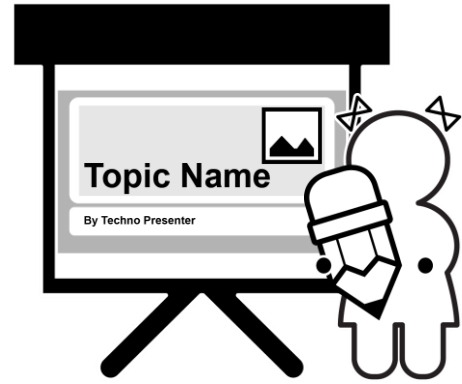
Sign In to OneDrive and Create a New Presentation

▷ Sign in to OneDrive.

▷ Click *New.* ✛ Select *PowerPoint presentation.*

▷ Rename the file. Click *Presentation* in the title bar. Type the **Topic Name**. Press ENTER.

Choose a Theme

▷ Click the *Design* tab and find the *Themes* group.

▷ Click the *More Themes* arrow to see all the slide designs.

▷ Select a theme.

A theme creates a consistent look on all slides. It makes the presentation look professional.

Choose Theme Variant

▷ In the Variants group, click the *More Variants* arrow.

▷ Select a variant.

Add Presentation Title and Student Name to Slide

▷ In the *Click to add title* box, type the **Topic Name**.

▷ In the *Click to add subtitle* box, type **By** **Your Name**.
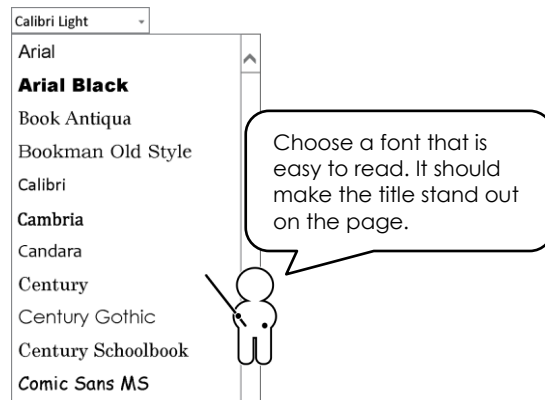
Topic Name
By Student Name

If there is a wavy red line under your name, don't worry. It will not show up when you make your presentation.

A wavy red line indicates words the dictionary does not recognize. Names are often flagged as spelling errors.

Format the Font

The theme applies the same font to each slide. This creates a consistent look. However, you may want to make your title stand out with a different font.

▷ Select the title.

▷ Click the *Home* tab.

▷ Click the *Font* arrow. Calibri Light
Pick a font from the list.

Calibri Light

Arial
Arial Black
Book Antiqua
Bookman Old Style
Calibri
Cambria
Candara
Century
Century Gothic
Century Schoolbook
Comic Sans MS

Choose a font that is easy to read. It should make the title stand out on the page.

Format the Font Size

The theme sets the font size for text placeholders on every slide layout. If your title does not fit in the text box, you can change the size.
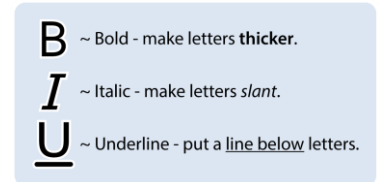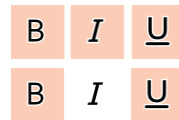
▷ Select the title.

▷ Click the *Font Size* arrow. Pick a font size.

14
8
9
10
10.5
11
12
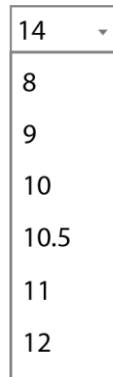
▷ Click *Increase Font Size* A or *Decrease Font Size* A to change the size.

Format the Font Style

▷ Select the title.

▷ Click each font style to turn it ON.

▷ To turn OFF a style, click on it again.

B ~ Bold - make letters **thicker**.

I ~ Italic - make letters *slant*.

U ~ Underline - put a line below letters.

Format the Font Color

The theme also sets the font color for text placeholders. You can change it, but if you do it is best to pick a color from the theme options to keep the design consistent.

▷ Select the title.

▷ Click *Font Color*. A
Pick a color you like.

Pick a color from the theme.

Theme Colors

Standard Colors
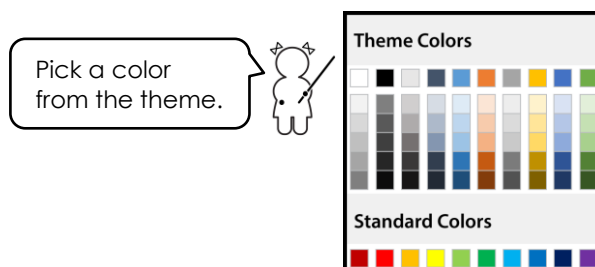
Format the Appearance of the Text Box

Most themes keep the fill and line style of the text placeholder transparent. This often looks the best. However, you can change them if you want.
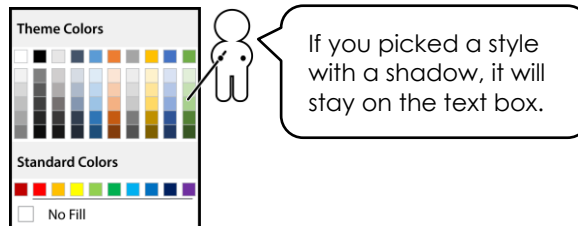
Use a Shape Style

▷ Click inside a text box.

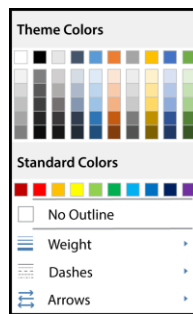▷ From the *Drawing Tools Format* tab, click the *Quick Styles* arrow.
Pick an option.

Use Custom Settings

▷ Click inside a text box. Click *Shape Fill*.
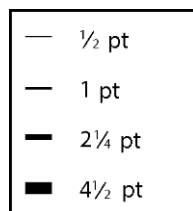Pick a color you like.

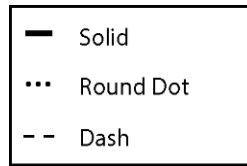If you picked a style with a shadow, it will stay on the text box.

▷ Click *Shape Outline*.
Pick a color you like.

▷ Click *Shape Outline* again.
Click *Weight* and select an option.

½ pt

1 pt

2¼ pt

4½ pt

▷ Click *Shape Outline* again. ✏️
Click *Dashes* and select an option.

— Solid

··· Round Dot

– – Dash

It is easy to fix a mistake. Use *Undo* ↩ or *Redo* ↪ on the Home tab.

Insert an Image

▷ Click the *Insert* tab, click *Online Pictures.* 🖼️

▷ Click *Pictures from Bing*.

▷ In the search box, type a **search term.** Press the ENTER key.

Search Bing

▷ Scroll through the pictures. Click on a picture you like.

▷ Click *Insert.*

Topic Name
By Student Name
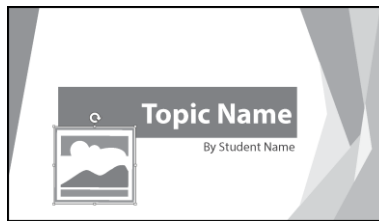
▷ Make the image look great:

  o To change the size, drag a corner sizing handle. ↘

  o To move the image, click on it and drag. ✛

  o To rotate the image, click on the round handle and turn the mouse. ↻

rotate it

resize it

move it
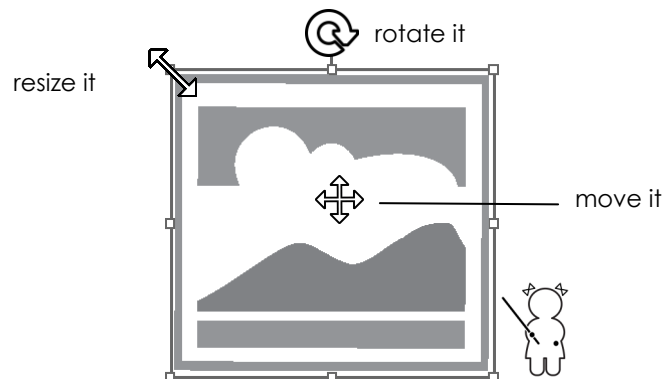
Apply a Picture Style to the Image

▷ Select the picture.

▷ From the *Picture Tools Format* tab, click the *More Styles* arrow.
Pick an option.

Picture Styles

Topic Name
By Student Name
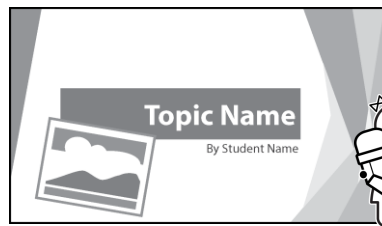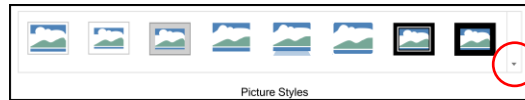
Use your skills to make the title slide look great!

▷ Return the picture to its default state at any time by clicking *Reset Picture* from the Adjust group.

Exit OneDrive

Assignment 5 Create an Information Slide

Organize facts onto a slide using a bulleted list. You will:

- insert a new slide and apply a layout
- add research question as the slide title
- summarize information into a bulleted list
- add details into the Notes pane to expand on points
- insert a picture or diagram to illustrate the main point
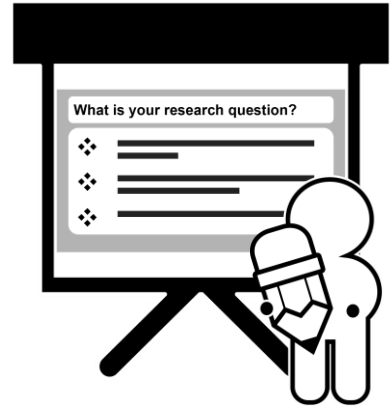
Sign In to OneDrive and Open the Presentation

Add a New Slide and Select a Layout

▷ Select the first slide.

▷ On the Home tab, click *New Slide*.
Pick a layout from the options:
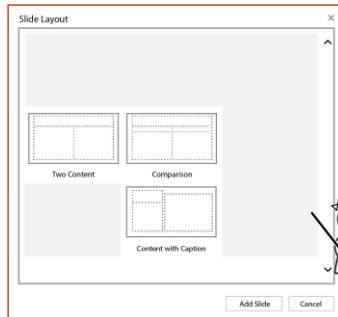
Use a layout that has two boxes – one for the information and one for a picture.

▷ Click *Add Slide*.

Add Research Question as the Slide Title

▷ Type a **research question** into the title text box.

▷ From the Home tab, pick an alignment option.

Summarize Information Using a Bulleted List

The information on the slide is what the audience will see while you are giving your oral presentation. It is a great way to hold audience attention. It does not need to contain *every* word you are going to say. Instead, it should highlight your main points.

▷ Type the **answer** to the question into the content area of the slide.
You should divide it into small chunks by placing key points onto separate lines.

Refer to your *Organizer* from Assignment 3.
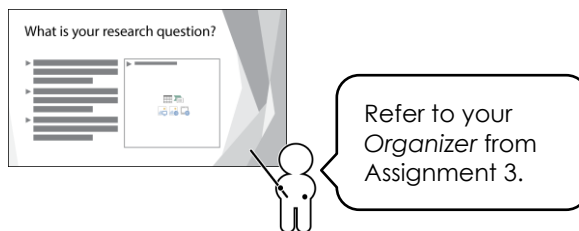
▷ Format the font size. 18

TIPS:
- ✓ Do not plagiarize! Put facts into your own words.
- ✓ Use only words you understand.
- ✓ Use only three or four bullets per slide.
- ✓ Keep your points brief. You will give more detail during the presentation.
- ✓ The words must be readable. Do not make them smaller than 18 points.

Add Details into the Notes Pane to Expand on Points

When giving an oral presentation you need to explain the points on the slide.
To help you remember what you want to say, you can add details to the speaker notes.

- What extra detail do you think the audience wants to know?

- What example could you give that will help your audience understand the answer?

- What personal story could you share about the answer that would add interest?

▷ Click *Notes* in the status bar. ≜ NOTES

▷ Click in the Notes pane.
Add a few extra details, example, or story reminders, to the Notes pane.

You will print your notes to use during the presentation.

≜ NOTES 100%

▷ Click *Notes* to close the pane. ≜ NOTES

Insert a Picture or Diagram

A picture or diagram can help the audience understand the information and add interest.

▷ Click *Online Pictures* from the empty content placeholder.

▷ In the search box, type a **search term.** Press ENTER.

▷ Select a picture you like. Click *Insert*.

▷ Resize⬀, move✛, rotate⟳, or add a picture style. 🖼

> **DESIGN TIP:**
> The *Design Ideas* pane may open and offer layout suggestions for the content of your slide. Try it!

Complete the Information Slide

▷ Use your skills to decorate the slide.

    o Make the text box larger ⬀ or move ✛ it on the slide.

    o Insert another picture 🖼 and apply a style. 🖼

    o Format the text box style 🔲, fill 🎨, or outline. ✏

    o If the words are not bulleted, select the text and click *Bullets*. ☰

Exit OneDrive

Assignment 6 Build a Table of Fun Facts

You want to inform your audience about your topic.
Include surprising or unusual details.

- insert a new slide and apply a layout

- insert a table

- format the table style

- organize information using a table

- pick a point and provide more details in the Notes pane

- adjust the table cells and align content
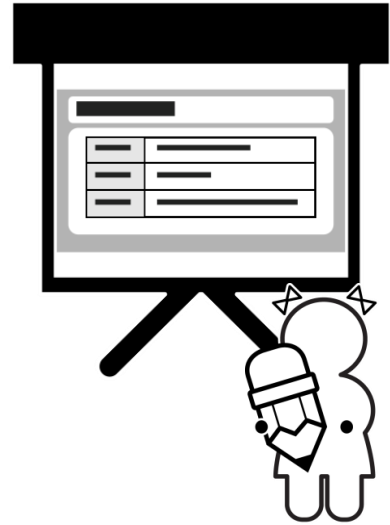
Sign In to OneDrive and Open the Presentation

Add a New Slide and Select a Layout

▷ Select the information slide.

▷ From the Home tab, click *New Slide*.
Pick the *Title and Content* layout. Click *Add Slide*.

You will add a table
to organize facts.
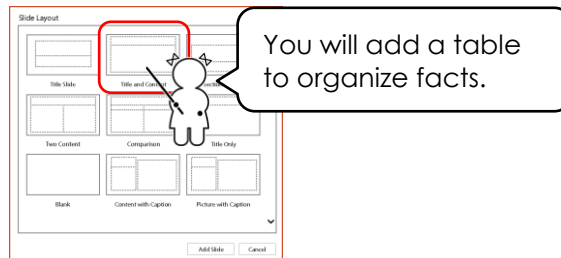
Insert a Table

▷ Type a title such as **Fun Facts**, **Did You Know?** or *Topic Name* **Facts**.

▷ Click *Insert Table* from the content placeholder.

▷ Choose **2 x 3** from the *Insert Table* box.

▷ Click *OK*.

Insert Table   ✕

Number of columns: 2

Number of rows: 3

OK   Cancel
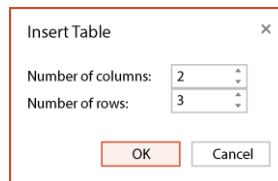
Organize Interesting Facts Using a Table

▷ In the first column type a **heading** to describe the fact.
In the second column type the **fact**. Keep it brief!

Refer to your *Organizer* from Assignment 3.

Fun Facts
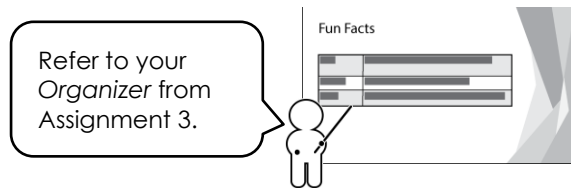
TIPS:

✓ The heading tells what the fact is about.

✓ The heading classifies the type of fact. For example: an amount (time, distance, number), type (material, breed, kind), or place.

✓ The heading might be an important word within the fact.

Pick One Point and Provide More Details in the Notes Pane

The audience will not want you to read all the facts in the table. They can do that themselves! Instead, during your presentation, you will want to draw their attention to the most interesting point in the table and then tell them more about it.

- What fact surprised you the most? Why?

- What extra detail did not fit in the table cell, but people would want to know?

- What did you not include in the table but is a VERY interesting fact?

▷ Click *Notes* on the status bar. ≜ NOTES

▷ Click in the Notes pane and type a personal reaction, extra detail, or additional fact.

Apply a Table Style

▷ Place the cursor inside the table.

▷ Click the *Table Tools Design* tab.

▷ Explore the Table Style Options:

> You do not need a header row or total row.

▷ In the Table Styles group, click the *More Styles* arrow. Pick a table style.

Adjust Table Size

▷ Click anywhere inside the table. Drag the center table handle down to make it larger.
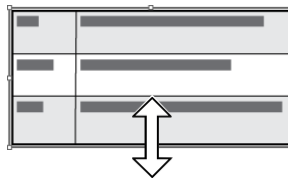
▷ Rest the mouse pointer over the column border line.
Drag to the LEFT to resize the column.
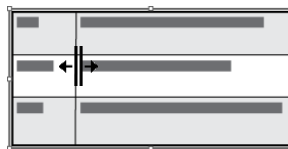
Align Text in Cells

▷ Select the cells in the table.

▷ Click the *Table Tools Layout* tab.

▷ From the Alignment group pick an option.

Complete the Table Slide

▷ Use your skills to finish the slide.

- o Adjust the font size. 18

- o Format the title text box style, fill, or outline.

- o Insert a picture and apply a style.

Fun Facts
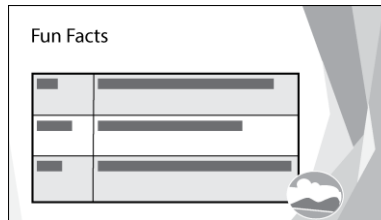
Exit OneDrive

Assignment 7 Decorate Slides Using Shapes

Make your slides look great!
Add shapes with text to highlight an important fact.

Sign In to OneDrive and Open Presentation

Draw a Shape to Emphasize a Point

▷   Pick a slide where you would like to add additional information.
View the slide.

▷   Click *Shapes* from either the Home tab or the Insert tab.
Click on a shape you like.

▷   Resize , move , and rotate the shape.

▷   From the Drawing Tools Format tab, click the *Quick Styles* arrow.
Choose a *Shape Style*.
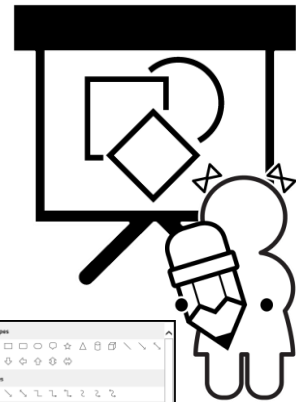
Add Text to the Shape

▷   Click inside the shape.
Type the **Topic Name**, **Research Question,** or **Fact**.

Emphasize a Point
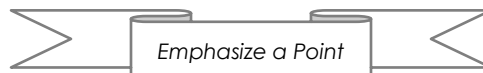
▷   Select the text.

▷   From the mini toolbar that appears, pick a font `Calibri Light`,
apply a style B *I* , or change the color A.

Century Gothic	▾	24	▾
B *I* U A ▾	☰ ☰		
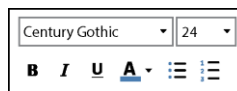
▷   Use your skills to add shapes and text to other slides.

Exit OneDrive

Assignment 8 Presentation Checklist

Watch your presentation.
Use the checklist to make sure that it is finished. Make any edits.
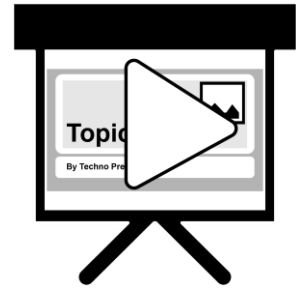
Sign In to OneDrive and Open the Presentation

Watch the Presentation and Practice Using Tools to View Slides

▷ Click the *View* tab and click *From Beginning*.

▷ Explore the tools in the bottom left corner:

◀ View the previous slide

▶ View the next slide

☒ Exit

▷ When finished click ☒, press the ESC key,
   or click to exit.

If you have time, animate the text. Refer to *Extension Activity 4*.

Complete the Checklist

	✓
The title slide introduces the topic.	
A theme has been applied to the slide show.	
The information slide has facts that answer the question in a bulleted list.	
The table slide has at least three interesting facts organized using headings.	
All information on the slides is easy to read.	
All information is in your own words.	
Speaker notes have extra details or examples to support points.	
Pictures and shapes are used to attract attention or illustrate a point.	

Exit OneDrive

Assignment 9 Rehearse Presentation Using Speaker Notes

You will be giving an oral presentation to an audience. You will use speaker notes as a reminder of extra details, examples, or a personal story you would like to share.
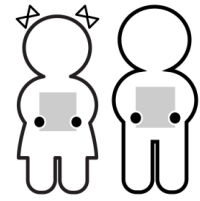
You can print a copy of your notes. Use them to rehearse your speech. Remember you don't want to read from the notes. Instead use them as a guide to remember what you want to say.

Sign In to OneDrive and Open the Presentation

▷ Click *File* and choose *Print*.

▷ From the Print options, click *Print Notes Pages*.
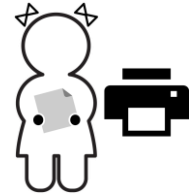
▷ Choose your printer.

▷ Click *Print*.

Rehearsal Tips

TIPS:

✓ Say the presentation aloud until you feel comfortable with what you want to say.

✓ Practice looking up and not at the screen or printed notes.

✓ Get used to changing printed papers or advancing the notes electronically.

✓ Remember to expand on the points on each slide. Give extra details or examples.

✓ Speak with a clear voice and talk slowly.

✓ Pause between information or slides.

✓ Have a friend listen to you speak and offer you feedback. (refer to Extension Activity 5)

✓ Be aware of body language and the message it sends. (refer to Extension Activity 6)

Assignment 10 Give an Oral Presentation

Public speaking is the act of giving a presentation or speech to a group of people. For many, this can be a scary experience. However, the more you practice this skill the easier it will become.

Follow these helpful tips:

- ✓ Greet the audience before beginning
- ✓ Use a clear voice
- ✓ Speak loud enough for others to hear
- ✓ Talk slowly
- ✓ Vary your tone of voice

- ✓ Use no distracting gestures
- ✓ Look at the audience
- ✓ Pause between facts
- ✓ Add extra details to support points
- ✓ Do not read from notes

Be an Expert
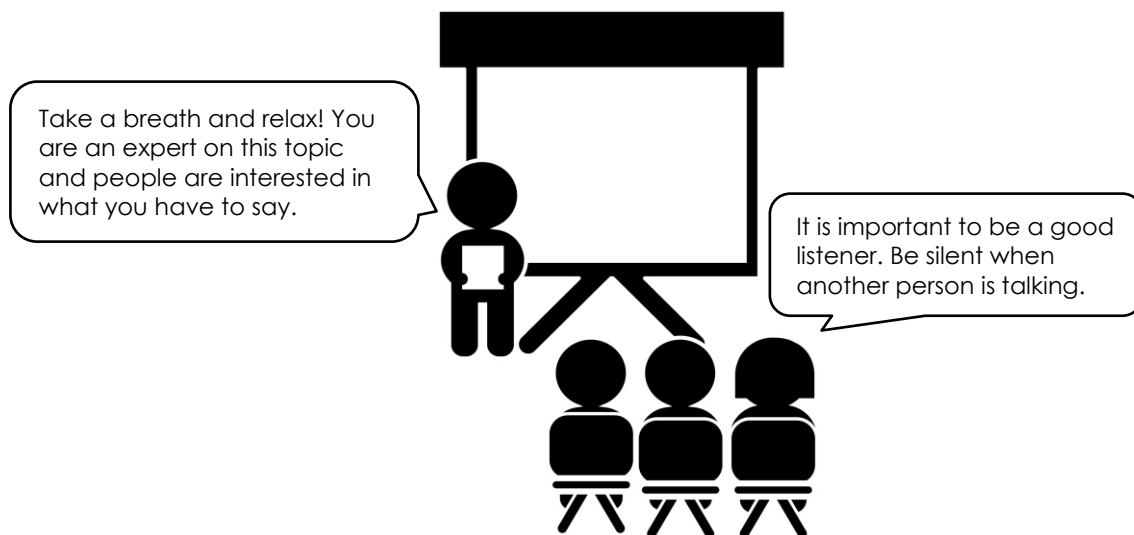
- Use your skills to play your presentation on a projection screen.
- Use your speaker notes to remind you of what you want to say.
- At the end of the presentation take questions from the audience.

Exit OneDrive

Extension Activity 1: Work Together as a Group Project

> **Work with a partner.**

> **Share the PowerPoint Online file with your partner. This will allow you both to make slides in the SAME presentation at the SAME time.**
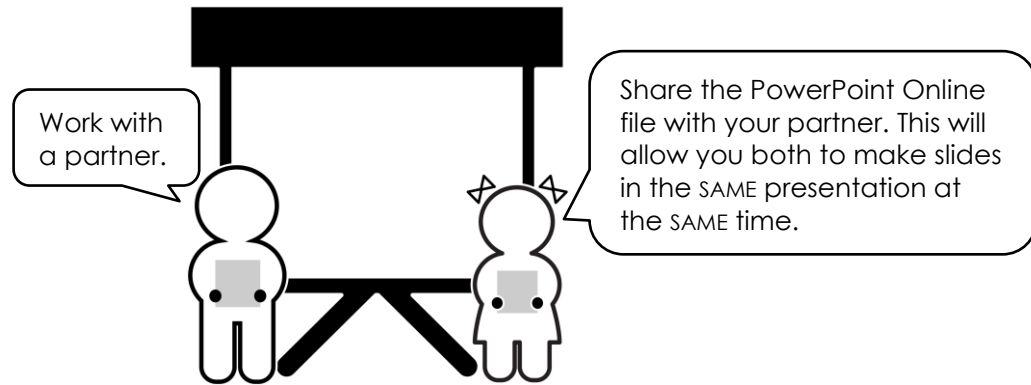
Ideas for Completing a Group Presentation:

- Pick a topic together.

- Each person in the group should select a research question about the topic.

- Each person should create their own information slide that answers their question.

- The table slide can be completed jointly with each person adding their own facts.

- When presenting, take turns speaking. Each person talks about the facts they researched.

Person 1 Create a Presentation and Share It with Partner

Create the Presentation – Apply a Theme, Make the Title Slide, and Rename the File

▷ Sign in to OneDrive. Click *New*. ✛ Select *PowerPoint presentation*.

▷ Rename the file. Click *Presentation* in the title bar.
Type the **topic name**. Press ENTER.

▷ Click the *Design* tab and pick a theme from the gallery.

> A theme creates a consistent look on all slides. It makes the presentation look professional.

▷ Pick a variant.

▷ In the *Click to add title* box, type the **Topic Name**.

▷ In the *Click to add subtitle* box, type **By** and **Your Name**.

Share the File with a Partner

▷ Click *Share*. ⤴ Share

▷ Click the *Who do you want to share with* menu.

▷ Choose *Specific People*. ⊛

▷ Be sure that *Allow editing* is selected. Click *Apply*.

This will allow you and your partner to work together on the SAME file at the SAME time.
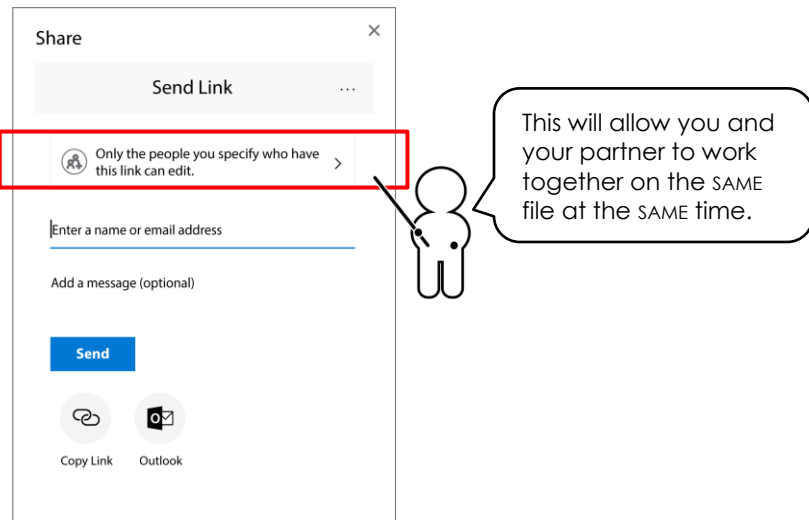
▷ Type your partner's **email address**.

▷ Type a **message** to explain that you are sharing a document to work together.

▷ Click *Send*.

Person 2 Open the Shared File

▷ Check your email for a message from your partner.

▷ Open the message and click the *Open* link.

▷ Or, sign in to OneDrive. Click *Shared* from the navigation pane.
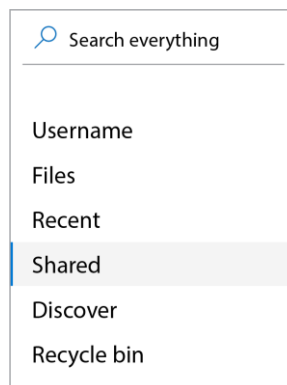
▷ Click the **presentation** file.

Add Your Name to the Title Slide

▷ Beside your partner's name on the title slide, type **and**. Then type **your name**.
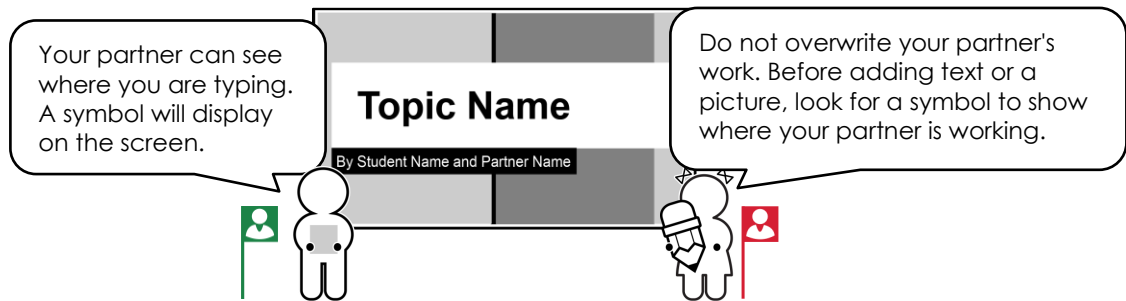
Work Together to Complete the Presentation

TIPS:
- ✓ Office Online keeps group projects fair. In OneDrive, right click on the presentation. View the *Version History* to see how much work each person has completed.

- ✓ If your partner mistakenly overwrites some of your work, you can restore it.
  - o Go to OneDrive.
  - o Click *Show Actions* ⋮ beside the presentation name.
  - o Choose *Version history* from the menu.
  - o Select a time stamped version. Be careful! Don't remove work you want to keep.

- ✓ Do not duplicate facts. Look at your partner's slides to see what they have written.

Exit OneDrive

Extension Activity 2: Insert a Video

You can embed a video from YouTube.
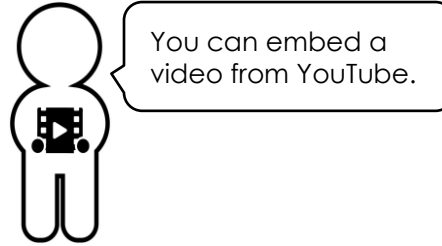
Video can be used to support your main points. The video could be an expert source, testimonial, news report, animated diagram, or demonstration. A short video is a great way to:

- add interest

- hold audience attention

- explain information

- gain support from an expert

- evoke emotions

1. Open your presentation in PowerPoint Online.

2. Use your skills to insert a new slide.

3. Select the layout *Title and Content*.

4. Type a **Slide Title**.

5. Open a new browser tab. Type **https://www.youtube.com/** in the address bar.

6. In the search bar, type a **keyword** and click *Search*. Choose a video. Copy the URL.

7. Go back to the presentation tab. In the content placeholder, click *Online Video*.
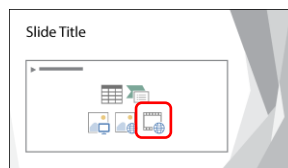
8. Paste the URL that you copied. Click *Insert*.

9. Click *Slide Show* on the status bar to play the slide. Click on the video to watch it.

10. Press ESC or click *Exit* to return to editing view.

TIPS:
✓ The video should not be the star of the show. You are the expert – not the video!
✓ The video should be short – about 30 seconds or less.
✓ The video should support a main point. It should add extra value.

Extension Activity 3: Create a Graphic Organizer
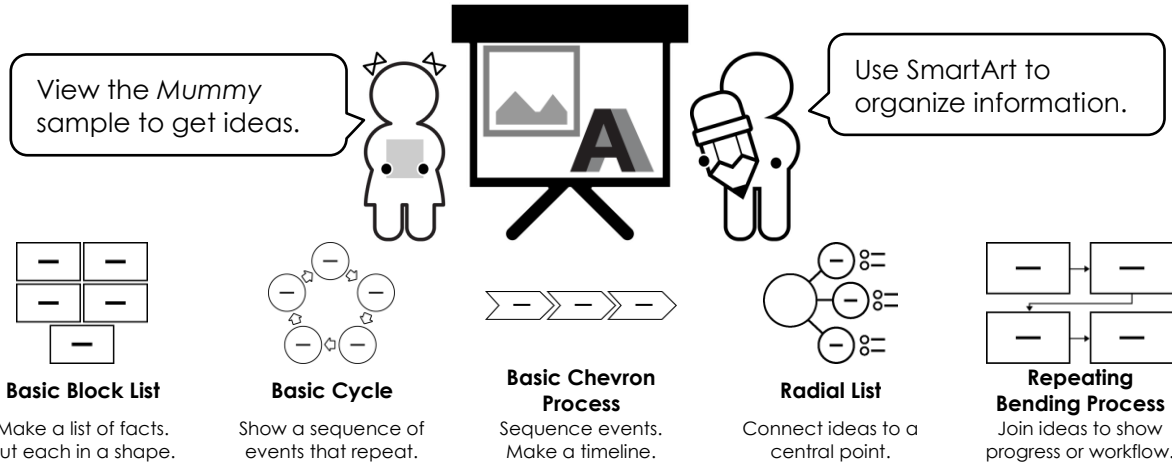
View the *Mummy* sample to get ideas.

Use SmartArt to organize information.

Basic Block List
Make a list of facts.
Put each in a shape.

Basic Cycle
Show a sequence of events that repeat.

Basic Chevron Process
Sequence events.
Make a timeline.

Radial List
Connect ideas to a central point.

Repeating Bending Process
Join ideas to show progress or workflow.

1. Open your presentation in PowerPoint Online.

2. Use your skills to insert a new slide.

3. Select the layout *Title and Content*.

4. Type a **Slide Title**.

5. In the content placeholder, click *SmartArt*.
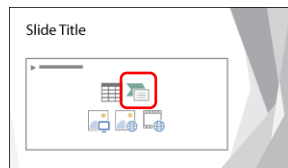
6. From the SmartArt Tools Design tab click the *More* arrow in the Layouts group.
    Pick an option.

7. The layout is updated on the slide:
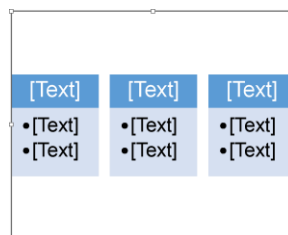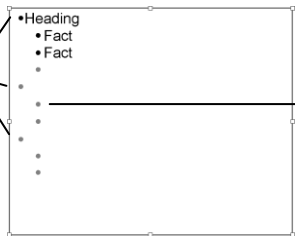
    Each shape holds text that is organized in levels. Information is added in a Text pane.

8. Click the SmartArt.
    or from the SmartArt Tools Design tab, click *Edit Text*.

9.   a.   Beside the first bullet, type a **heading**. Press ENTER.

       b.   To indent the bullet, press ➡ on the SmartArt Tools Design tab. Type a **fact** readers would find interesting. Press ENTER.

       c.   Use your skills to add information.

       d.   Press BACKSPACE twice to remove any unwanted bullets.

Each shape is a main bullet. To add a new shape, press ENTER. If the bullet is indented, click *Promote*. ⬅

An indented bullet is text inside the shape and it appears near the heading.

10.   Click outside the Text pane to close it. The SmartArt is updated.

Heading	Heading	Heading
● Fact	● Fact	● Fact
● Fact	● Fact	● Fact

11.   Select the SmartArt.
From the SmartArt Tools Design tab, click *Change Colors* ⚫. Pick an option.

12.   Click the *More Styles* arrow in the SmartArt Styles group. Pick an option.

13.   Use your skills to resize ⬉ or move ✛ the organizer on the slide.

TIPS:
✓ Choose a SmartArt layout that suits the type of information you are presenting.
✓ Some SmartArt layouts have bullets for topics and sub-topics.
✓ Add additional information, facts, or data in the notes section of the slide.
✓ Add visual interest by including pictures.

Extension Activity 4: Animate Information

You can use animation to control the flow of information that appears on the screen.
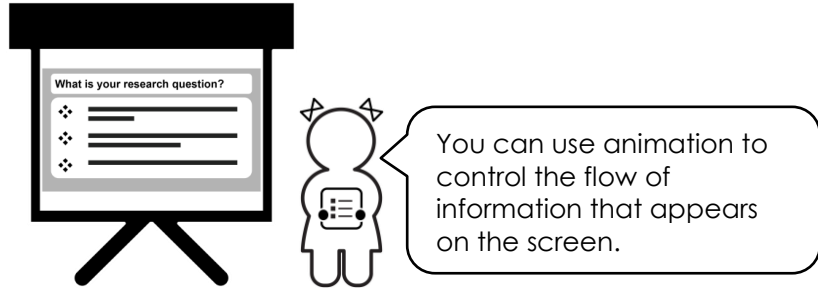
Animation can be used to control what the audience is able to see on a slide. You can apply animation to each bullet point. As you start to talk about each point, you can click to have the fact appear on a slide. This will add interest to your presentation. It also stops the audience from reading ahead instead of listening to you speak.

1. Sign in to OneDrive and open the presentation.

2. Select the text box with the bullet points on slide 2.

3. Click the *Animations* tab.

   a. Pick an animation. Select *Appear, Fade In,* or *Fly In*.

   b. Set the *Effect Options* ★. Pick *By Paragraph*.
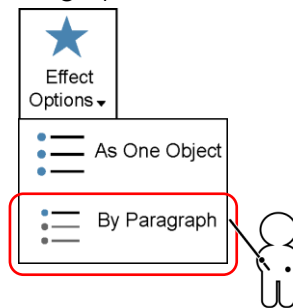
4. Click *Slide Show*. ⬚ Click the mouse on the slide to have each bullet point appear.

TIPS:
- ✓ Keep the animation simple. It should not distract the audience.
- ✓ The animation should control the flow of information.
- ✓ Apply animation to a picture to attract attention or emphasize a point.

Extension Activity 5: Group Presentation Rehearsal

Speaking in front of a large group can make you nervous. A great way to reduce feeling nervous is to practice in front of a few people. Form a small group. Together answer the questions about public speaking. Then, take turns presenting to each other.
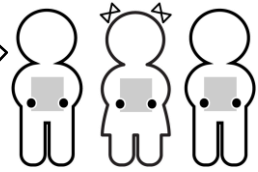
About Public Speaking

1. A presenter must be able to state ideas clearly so that others can understand them. Body language is important as well as words. Where the speaker looks, how they stand, volume when speaking, and tone of voice are some qualities that are important.

   a. List two things you SHOULD DO when speaking to a group.

   b. List two things you should NOT do when speaking to a group.

2. A presenter needs to attract the attention of the audience. If the audience is focused on the message the leader is giving, they will understand and remember it better.

   What does an audience look like when they are listening?

3. Public speaking can make you nervous. Below are a few helpful tips.
   List MORE IDEAS you can use to help you relax and be successful.
   - ✓ take three deep breaths
   - ✓ have a friend in the audience give you a signal if you are talking fast or fidgeting

   - •
   - •
   - •
   - •

In a small group take turns giving your presentation. Once the presentation is complete, discuss the public speaker's strengths. Pinpoint ONE thing the person did really well and ONE thing they could do to improve.
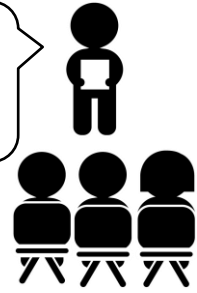
Strength Area Suggestions:

I like the way you…

- spoke with a clear voice
- talked at an ideal pace
- varied your tone of voice
- used no distracting gestures
- made eye contact with the audience
- paused between information or slides
- added extra information not included on the slides
- did not read from your notes

Areas for Improvement:

Your presentation is great! One thing you could do to improve would be to…

- speak louder so everyone can hear
- talk slower to allow the information to be easier to understand
- change tone of voice so it is upbeat, making you sound interested in the topic
- stop fidgeting (hair twirling, rock side to side) so the audience won't get distracted
- make eye contact with a variety of people in the audience to hold their attention
- pause between slides to give the audience time to digest the information
- expand on your ideas on the slides to give the audience a reason to listen to you speak
- glance at your notes but then look up when talking

Extension Activity 6: Body Language Skits
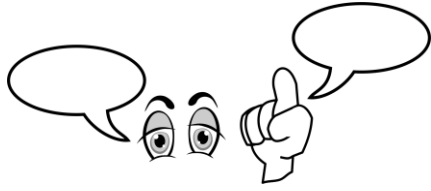
Did you know that you can communicate without speaking any words at all? You can! You can use body language. *Body language* is sharing information using gestures and movements. It is a great way to express how you feel, emphasize a point, or convey a message.

There are many forms of body language that you use every day. For example, you may wave to someone instead of saying "hello", you might laugh instead of saying "that's funny", or you may point to an item, instead of saying "I want that one".

When public speaking, your body language shares information with the audience. It can tell the audience how you are feeling. For example, if you smile, they will think you are friendly; or if you pace back and forth quickly, they might conclude you are nervous.

Body language while public speaking can be used to emphasize something important. For example, you might point, walk forward towards the audience, or raise your voice to attract attention.

Some body language can be very DISTRACTING during a presentation. The audience may end up focusing on a gesture such as hair twirling or coughing instead of on what you are saying. For this reason, it is a good idea to control your own body language.

As well, sometimes body language during a presentation can communicate a message you do not want to the audience. For example, eye rolling after an audience comment is very rude; crossing your arms is hostile and could prevent questions; and yawning tells others you are bored, which can make the audience bored too.

Team up to perform *Body Language Skits*. In each skit demonstrate body language a presenter or audience member should or should not do during a presentation.

Object of the Game:

Find the body language that blocks or enhances effective communication.
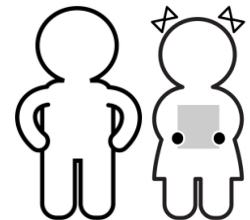
How to Play:

1. Form a team of three or four members.

2. Create a short skit that demonstrates what you should or should not do during a presentation. The skit must include ONE gesture that blocks effective communication and ONE gesture that enhances effective communication.

Negative body language ideas:		Positive body language ideas:	
eye rolling	no eye contact	lean forward	nod to show interest
tap watch	rock while speaking	smile	stand up straight
sarcastic tone	turn back on audience	friendly tone	face audience

3. Skits are presented to the entire group.

4. After each skit is finished, observers try to identify the negative and positive body language. Team members give feedback and confirm if the guesses are correct and reveal any behaviors that were not identified.

Questions:

1. List some of the negative body language from the skits.
    Put a star ★ beside ones you have done in the past.

    -
    -
    -
    -

    -
    -
    -
    -

2. List some of the positive body language from the skits.
    Circle ONE type of body language you ALWAYS do.
    Put a star ★beside ONE type of body language you rarely do.

    -
    -
    -
    -

    -
    -
    -
    -

3. a) Which negative body language habit do you do often when public speaking?

    b) What could you do to stop this habit?

4. What do you think is the most important body language you should do to show someone you are listening?

5. Explain why body language is an important part of being a good public speaker.

Extra Body Language Skit Challenges

6. Your body language can communicate a different message than the words you say.
    Team up with a friend. Take turns speaking each sentence. Adjust your tone of voice,
    facial expression, and body gestures to convey a different meaning than the words.

    - I am so happy to be here.
    - Great question!
    - I am really good at public speaking.
    -

    - This is such interesting information.
    - I hope the speaker never stops talking.
    - I am a good listener.
    -

**Habits are hard to change. Ask a friend for help!**
Often you do not notice your own negative body language. Ask a friend to give you a non-verbal signal when you start to do something you shouldn't. This helpful gesture will give you the feedback you need.

Extension Activity 7: Ask an Expert

Host an online discussion about the topic. Invite attendees to view your presentation and then ask you questions. Use the comment feature to reply to their inquiries.

YOU: Share the file with discussion attendees

1. Sign in to OneDrive and open the presentation. Click *Share*. ↗ Share

2. Click the *Who do you want to share with* menu. Choose *Specific People*.

3. Be sure that *Allow editing* is selected. Click *Apply*.

4. Type your attendees' **email addresses**.
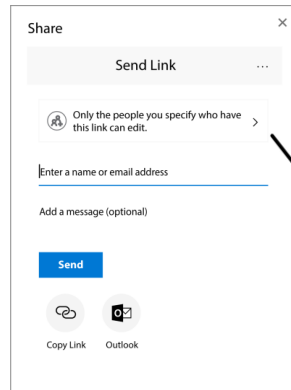
This will allow people to make comments about your presentation.

5. Add a message (optional).

6. Click *Send*.

ATTENDEES: Write a question that relates to the topic

1. Click *Shared* from the OneDrive navigation pane. Open the presentation.
   or view your email and click on the hyperlink in the message.

2. Watch the presentation.

3. Ask a question in PowerPoint Online:

   a. Select a slide or fact you would like to learn more about.

   b. From the Insert tab, click *New Comment*.

   c. In the Comments pane, type a **question about the topic**. For example:

   - What fact did you find the most interesting?

   - What else would you like to learn about the topic?

   - Why do you think this topic is important?

   QUESTION STARTERS:
   - Can you tell me more about…?
   - Do you know if…?
   - Why is it that…?
   - How do you think…?
   - What change should…?

   Your question will be answered shortly. You will be able to view the response.
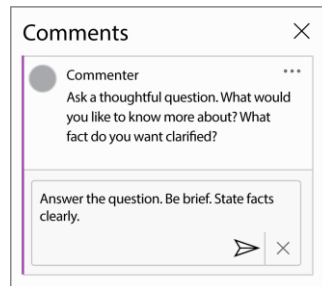
   d. Click *Post*.

YOU: Respond to audience questions

1. View your presentation in PowerPoint Online.

2. Click the Review tab. Click *Show Comments* ▣. Select *Comments Pane*.

3. Type the **answer** in the *Reply* box. Click *Post*. ➢

If you don't know the answer use your research skills to learn more.

Comments   ✕

Commenter   · · ·
Ask a thoughtful question. What would
you like to know more about? What
fact do you want clarified?

Answer the question. Be brief. State facts
clearly.

➢ | ✕

ATTENDEES: Read presenter's answer to your question

1. View the presentation.

2. Click the Review tab. Click *Show Comments* ▣. Select *Comments Pane*.

3. Read the presenter's response.

   Type a **thank you** message in the *Reply* box. Click *Post*. ➢
   For example:
   - Thank you for answering my question.
   - Thanks! Your topic is very interesting.
   - I liked learning about your topic.

Be polite! An online discussion is different from a face to face conversation. You cannot convey meaning with hand gestures, facial expressions, or tone of voice. For this reason, be clear when you type so that people understand your message. Avoid sarcasm. What you think is funny may be misunderstood by someone else as hurtful.