LESSON PLAN

Subject: **ICT**

Topic: **POWER POINT PRESENTATIONS**

Age of students: **15/16**

Language level: **B1**

Time: **90-120 minutes**

Content aims:

After completing the lesson, the student will be able to:

Create a PowerPoint presentation from scratch without using the AutoContent Wizard.

Design a new presentation using the slide layout feature.

Change the design template and color schemes.

Print the PowerPoint presentation as a handout.

Illustrate the features of a perfect PowerPoint presentation.

Language aims:

After completing the lesson, the student will be able to:

Discuss how to create a good presentation.

Estimate the optimal number of slides.

Pre-requisites:
Pupils have learned about the basics of magnetism

Materials:

Materials needed:
Software: PowerPoint 2007

Procedure steps:
1. Make copies of the handouts for each learner in the class and
2. If necessary simplify the language of the text depending on the level of the class

3. Warm up activity: teacher distributes handout 1 to pupils.
Pupils do exercise 1 and then check their answers in the text. Teacher instructs pupils to underline the words they do not know.

4. Discussion (in mother tongue)-

How do we create a good presentation? Introduction to class mini project

Teacher writes several key words on the whiteboard and instructs pupils to search for them on the Internet

BULLET

SLIDE

TEMPLATE

LAYOUT

Teacher engages pupils in a conversation- what is each of these and are there words in their mother tongue for these or do they use English words. Do they use power point presentations for school? Do their teachers use them? If they would hold a 10 minute presentation- what would be the optimal number of slides.

5.Mini project (60 minutes)

Teacher creates groups of pupils and tells them they are going to create a power point presentation on how to create perfect PPT presentations. They should try to include the following information:

- A goal (How to create a perfect presentation)
- 3 main points (something like design, use of special effects, organizing content)
- An expansion of their points
- Data, images, and diagrams for their points
- A good conclusion

Assessment- teacher assess the work based on content and presentation:

Content

Demonstrates knowledge of topic

Text is clear and easy to understand

Text has few grammar and spelling errors

Presentation

Slides are well organized

Slides are free of extra clutter

Presentation follows a sequential path

Handout 1:

1. Choose the correct option:

a) PowerPoint was originally developed for **Microsoft/ the Apple Macintosh**

b) A typical presentation usually has **10/40/100** words per slide

c) Microsoft PowerPoint has estimated **55% / 95%** share of presentation software market.

2. Read the text and check your answers:

Power point tips that can help your corporate career

CLIL MultiKey lesson plan

If you have worked in an office, attended a seminar or training session over the last quarter century, chances are you have sat through a PowerPoint presentation. Some 20 years ago, over half of my life's time was dedicated to traveling in the US, Europe and Canada doing sales meetings, presentations and other events. With over 500 million users today, PowerPoint is still my favorite presentation software. What I've learned over the years: PowerPoint is the tool – great content & delivery is the rule!

Not only is PowerPoint a healthier program today, but the internet has increased its worth many times over. Here are some facts that you may find interesting:

Original brainchild of Robert Gaskins and Dennis Austin of US company Forethough

Its original name was "Presentation" created in 1984. Renamed to PowerPoint in 1987.

PowerPoint was originally developed just for the Apple Macintosh.

There are more than 500 million users of PowerPoint worldwide.

More than 30 million presentation are created daily.

Over 6 million teachers around the world use PowerPoint for classroom lectures.

More than 120 Million people use PowerPoint to create business presentations.

Average PowerPoint runs for 250 minutes start up to shutdown.The average PowerPoint slide includes 40 words.

Microsoft PowerPoint has estimated 95% share of presentation software market.

These facts were amazing – 500 million users and 30 millions presentations created daily! Another one that jumped out was the average of 40 words per slide. This is excessive and keeping your audience focused is next to impossible – let alone retaining your message. Understanding your objectives, key content, and audience is what will make PowerPoint a great presentation tool for you!

Takahashi, T. (2013, April 5). Ten-interesting-facts-about-powerpoint. Retrieved June 11, 2015.

Handout 2

 FOLLOW THIS PROTOCOL:

Start PowerPoint and create a blank presentation

1. Using the New Slide dialog box select the first highlighted slide.

2. Write your name/names and the name of this Course

3. create a second slide by clicking the New Slide Icon

4. select layout „title and content"

5. enter a title of your choice, then add 3 bulleted lines of text to complement the title

6. create a third slide by clicking the New Slide Icon

7. select the layout slide „content with caption" and presnt your first point insert an image /they should find it on the Internet) and bulleted text to complement the image. Click on the image and select "Format" in the options bar. Choose "Crop," then "Mask to Shape," and then choose your desired shape.

9. create a fourth and fifth slide by copy-pasting slide 3 and changing the text

10. create a concluding/closing slide using Word Art.

12. use the menu bar to add a design template. The design template must be consistent with the information in the slides.

13. save the PowerPoint presentation.

14. print the PowerPoint presentation as a handout set for 6 slides per page. This will be done from File>Print>

15. Students will print to pdf and share their presntation for grading with the teacher.