



How to make a Presentation

Background Information

Presentation skills are called upon across a range of National Curriculum subjects and are vital in enabling pupils to communicate findings and ideas effectively. Skills learnt through this unit provide a basis for pupils to communicate effectively, orally and through a multimedia interface.

Microsoft PowerPoint is an excellent tool for pupils to use when developing presentations. There are numerous other methods of putting a presentation together such as display boards, plays, stories or combinations of them all. It is an excellent way to develop creative thinking amongst pupils.

Points to Remember:

- *Identify the audience*, a class presentation within one year group will be aimed at a different level to an assembly presentation where the whole school is present.
- *Keep it simple*, remember the people listening to a presentation can't re-read bits if they miss them.
- *Designing the presentation* will enable it to be organised and avoids repetition or irrelevance within a larger group. A flow chart allows pupils to see how the presentation will link together.
- Only *repeat the most important points* to get a message across.
- Discuss the *importance of appropriate visual aids*, how pictures and text can complement each other, or the use of colour to make points stand out. You could show examples such as compostable and non compostable items.

Citizenship Unit 1

ICT

Unit 6A - Multimedia Presentation Section 5

Learning Objectives. Children should learn:

- To use a multimedia programme to organise, refine and present information in different forms for a specific audience.

Learning Outcomes. Children:

- Design pages and links, which present the user with clear information.

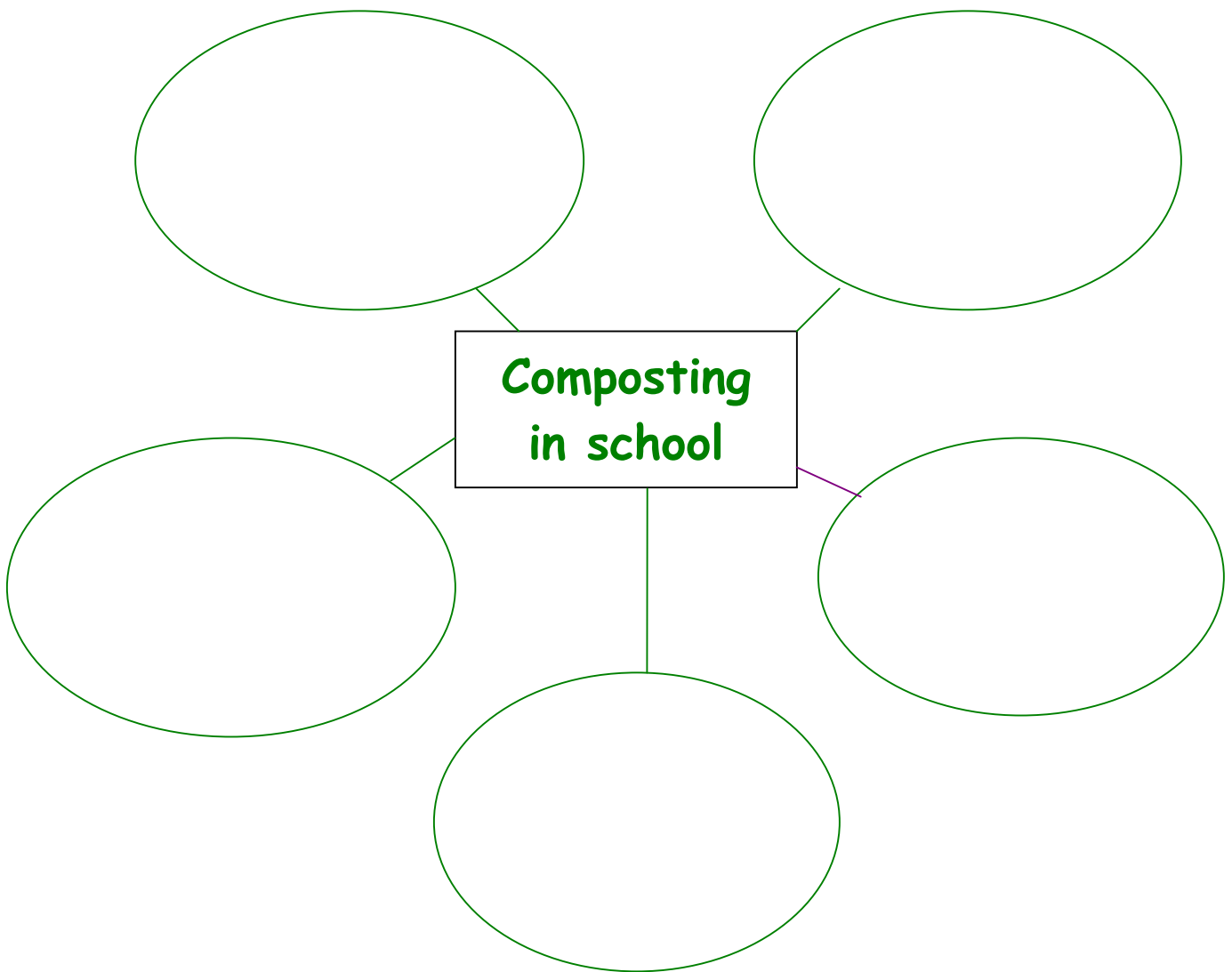
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Name

1. Decide on the main points to talk about.

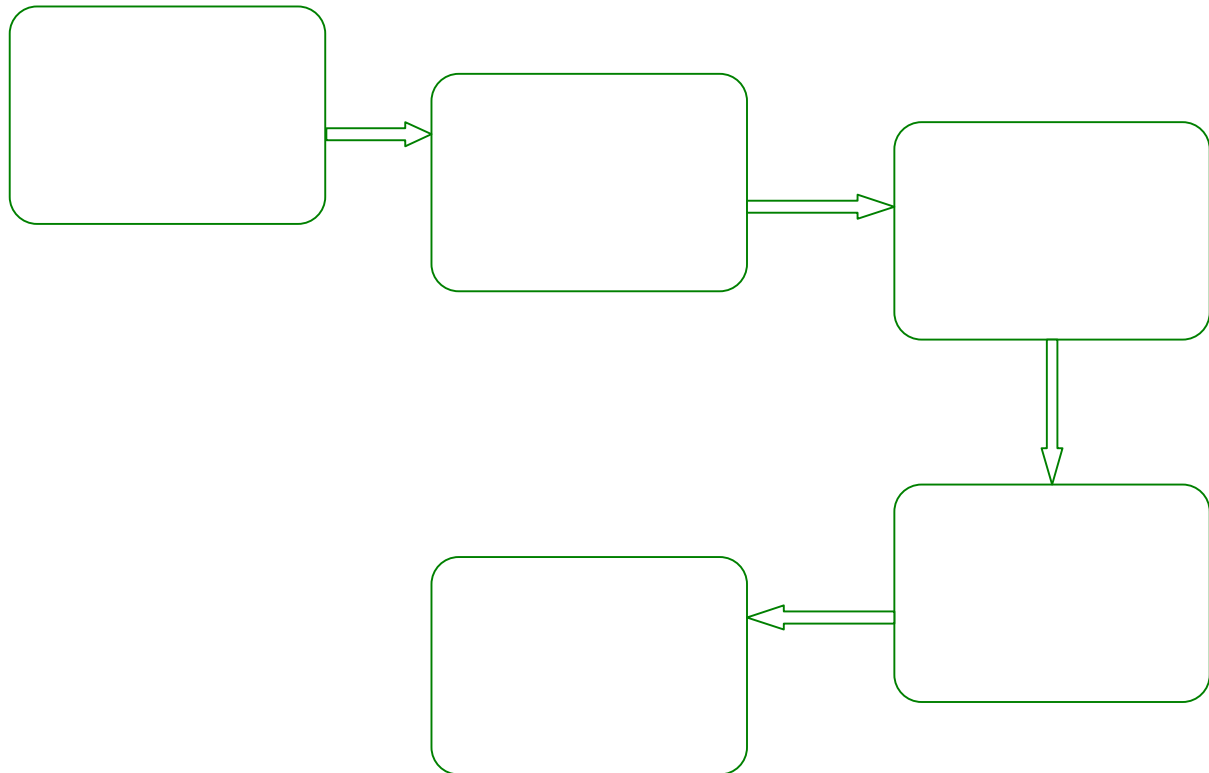
Put your main topic in the middle of the box below and surround it by all the other things you want to say.



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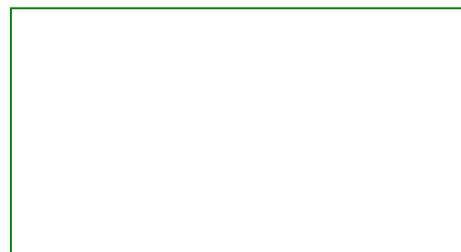
2. **Make a flow chart** to show how your ideas link together and tell the story. Put each main idea you want to talk about into a box in an order that makes sense.



3. **Use a picture.** Does each point need an illustration, a picture, graph or chart? List your points below and describe the type of picture you could use next to it.

Point 1 _____

Picture _____



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Point 2 _____

Picture _____

A large empty rectangular box with a green border, intended for a picture.

Point 3 _____

Picture _____

A large empty rectangular box with a green border, intended for a picture.

Point 4 _____

Picture _____

A large empty rectangular box with a green border, intended for a picture.

Point 5 _____

Picture _____

A large empty rectangular box with a green border, intended for a picture.



4. What kind of presentation do you want to do?

Think about how you want to put your message across. Do you want to use a computer program? Create a poster?



5. Decide who is going to say what and then PRACTISE as much as possible!

