

POWERPOINT / KEYNOTE PRESENTATION

Purpose: Used for an oral presentation of information, instructions, reports and can includes graphics, links and other media.

* Research is prepared prior to constructing the final slides and notes.
* Each slide contains main ideas in abbreviated text, bullet points often used.
* Explanations for each point are added underneath the slide in the “Notes” field.
* Images highlight and complement the narrative.
* Links can be made to websites, media clips.
* Slide sorter can be used to rearrange slides to logically organise ideas / argument.
* Presentation should not be read from the slide.
* Understand your audience.

Detailed Bibliography should be included.

Prepare information, content and arguments with evidence before beginning Powerpoint. See attached slide show for ideas.

**SLIDE PRESENTATIONS**

**USES**

Can be used for

* Reviews
* Reports
* Demonstrations
* Storytelling

**HOW TO DO IT**

* Research your topic
* Organise ideas in the outline view
* Identify main aspects, abbreviate into points
* Record additional notes under notes area

**STRATEGIES**

* Use catchy phrases in titles
* Use images to complement your ideas
* Graphs, comics, tables and symbols can be useful
* Use animation selectively
* Be careful with colours and backgrounds

**EDITING**

* Use slide sorter
* Check overuse of animation or slide transition variation
* Have good contrast between text and background
* Be sure images area relevant to text
* Check spelling and grammar

**PRESENTATION**

* Preparing the slides is part 1
* Delivering the talk is part 2
	+ Practise your talk and slideshow timing
	+ Know your topic well
	+ Have your notes to help you, don’t read them

**HAVE YOU CHECKED...?**

* Content is accurate and relevant to task
* Written text is brief
* Images add to text
* Animation is interesting but not distracting
* Colours, styles are easy to read
* You are well rehearsed with your talk

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