

Section: 4 Making Posters and presentations in Class

Making Presentations in Class

Notes for the teacher are in grey

Research
Planning
Putting together
Delivery

1. Research (SAW Topic, section) – informs presentation title

Your students may be carrying out a SAW project and come to a single question in the exchange form and decide to do some research to answer the question (how have eating habits changed in your country over the last 50 years; what old style biotechnology do you know of in your area?)

2. Planning the presentation (title, introduction, main body, conclusion)

Do a brainstorm activity giving ideas for types of presentations (ppt, product, OHTs, poster)
Give advice to students for giving the presentation:
must be a fixed time, mustn't be entirely spoken (max 5 min) plus others (separate document)
T — prepare and hand out blank planning sheets to the students

Phrases the students need to remember to use:

'Please may I have your attention?'

Include a task — quiz, questionnaire for during the presentation

Make a special event of the presentation, formal dress

Brainstorm a list of criteria for evaluation of the presentation (relevant, interesting)

How many evaluators?

Organise self evaluation for the students, what would they do differently

Plagiarism (acknowledging sources)

Referencing

Use visuals

Body language

3. Planning sheet

Tell, tell, tell

Title (exciting, clearly explains focus of research)

Content

Start (gives the introduction to the presentation)

Body (main ideas of the presentation)

End (Conclusion)

Time

short (10%)

most (80%)

short (10%)

NB - You need to decide whether or not you will include time for questions in this final section if any questions at all.

4. Putting together the presentation (other than ppt or OHTs)

prepare cue cards

one for the start

one for each of the main ideas in the body

one for the end

Think!

- on each card write a few key words and reference to visuals (OHTs, poster, other)

- put cards in order and number them for ease

- make a copy for each member of the team (if there are other members)

5. Delivery

Hand out 10 commandments for good and bad presentations jumbled up and instruct students to match the good points with their equivalent bad ones.

Better Presentation	Worse Presentation
1 Ensure that the space around you is free from obstacles	A People are still coming in and the ones that are present are talking about their weekend in the mountains.
2 Wait until your audience is seated (and silent) before starting	B Look only at your cue cards, (screen, poster) and speak seriously all the time
3 Stand while presenting	C You don't ensure that there is adequate space around you and your group (there is a chair in your way, you nearly break your neck over the box of books on the floor)
4 Remember! Do not block the view to your visuals	D Speak for longer than you planned
5 Talk freely from cue cards	E You stand in front of your screen or your poster
6 Vary your voice, speak loudly and clearly	F You interfere in your team member's presentation. Shut up and sit down!
7 Look at the audience, smile and be friendly	G Read your whole presentation
8 Speak within the time limit and leave time for questions	H Don't make any pauses
9 Pause when you want to give a new idea	I Speak monotonously, quietly or mumble
10 Be silent and allow your team members to deliver their part of the presentation	J Sit while talking

Answers: 1-C; 2-A; 3-J; 4-E; 5-G; 6-I; 7-B; 8-D; 9-H; 10-F