Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project: How to….**

**Goal**: To become an expert in teaching a lesson using PowerPoint.

**Step 1**: Decide on what you will teach about.

Ex. recipe, sports skill, how to build or construct something, science procedure

**Step 2**: Prepare your PowerPoint presentation based on the attached rubic.

**Step 3**: *PRACTICE*: you must practice your presentation for at least 5 different people. Each person must complete a grading rubric due the day of the presentation.

NOTES:

* Time limits: no less than 4 minutes – no more than 6 minutes
* Remember you are teaching the audience – you should not be reading off slides.
* You may NOT bring note cards up with you.
* Use minimal words on a slide. (Think max 5-8 words/bullet)
* Use simple fonts and plain backgrounds.
* All graphics/images must have citations . Use the website in small font at the bottom of the slide.

Presenter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rater: \_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Grading Details | **Points** | **Comments** |
| Title Slide |
| Descriptive title  | /3 |  |
| Presenter name  | /3 |
| Graphic or photo to grab attention | /2 |
| Introduced name and the topic  | /2 |
| Content Slides |
| Materials/ingredients/equipment needed | /5 |  |
| Slides follow a logical progression | /5 |
| Audience could follow the steps of the lesson | /5 |
| Visual Presentation |
| Slides are bulleted, with small amounts of text | /5 |  |
| Font large enough | /5 |
| Font animations – text appears one bullet at a time, quickly and is not distracting | /5 |
| Background enhances not distracts | /5 |
| Animated arrows/boxes/lines/circles are used to focus and highlight important points | /5 |
| Text is placed appropriately on page (does not overlap graphics) | /5 |
| Graphics used are clear and enhance presentation.  | /5 |
| Pictures, charts and graphics are labeled.  | /5 |
| **Presentation and Delivery** |
| Speaks loudly and clearly | /5 |  |
| Speaks at an appropriate pace | /5 |
| Makes eye contact | /5 |
| Uses good posture | /5 |
| Not fidgeting | /3 |
| Minimal Verbal Pauses (um, like,) | /3 |
| Uses voice/tone inflection to emphasize key points | /3 |
| Uses hands or laser pointer appropriately | /3 |
| TAUGHT the lesson – did not just read from slides | /15 |
| **Citations** |
| Photo citations at the bottom of each (website in small font) | /5 |  |
| Citations page (2nd to last slide) | /5 |
| Last slide is a repeat of the title slide | /3 |
| **Timing** |
| 4 minute minimum – 6 minute maximum | /5 |  |

TOTAL POINTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/135