**About how to use visual aids**

1. Please click the link of Tecent Video（腾讯视频）below to watch a short video entitled “How to polish your PPT”.

<https://url.cn/5H8p99o?sf=uri>

请点击以上链接在腾讯视频观看名为“How to polish your PPT”的短视频。

1. Please read Chapter 12 of our textbook to learn how to use visual aids.

请阅读课本第十二章“Using Visual Aids”、

1. Please download the video called “David Pogue 10 top time-saving tech tips” and watch how the speaker uses the PPT effectively in his speech.
2. You are going to deliver your persuasive speech this week. Please make sure the delivery of your speech is no shorter than three and half minutes, but no longer than four and half minutes. You are required to deliver your speech in an extemporaneous way along with the use of a well-designed PPT file as the visual aid.

各位同学本周后半周要在课堂上做自己的说服性演讲，本次演讲时长要求不短于3分30秒，不长于4分30秒。必须脱稿演讲（可用题词卡，但不可以带演讲稿），同时要求各位演讲时使用与主题密切相关的PPT。

1. Please design a PPT file for your persuasive speech according to what you’ve learned in task 1 and 2, and upload it to the assignment called “My PPT for Persuasive Speech” which is attached to Unit 11 on our course website. The deadline is 11 p.m. of Nov. 29th. Any content against the rules mentioned in task 1 and 2 will be deducted points.

请根据本次任务1和2中所学的知识为自己的说服性演讲设计PPT，上传到课程网站Unit 11中名为“My PPT for Persuasive Speech”的作业中，上传截止日期为11月30日晚11时。PPT内容中如果有违反任务1和2中所提到的PPT使用原则的将被扣分。