



**DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF NEGROS ORIENTAL
REGION VII**

Kagawasan Ave., Daro, Dumaguete City, Negros Oriental



EMPOWERMENT TECHNOLOGIES

Quarter 3 – Module 5

Advanced Presentation Skills



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Trends, Networks, and Critical Thinking in the 21st Century
Alternative Delivery Mode
Quarter 3 – Module 5: Advanced Presentation Skills
First Edition, 2020

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Published by the Department of Education
Secretary: Leonor Magtolis - Briones
Undersecretary: Diosdado M. San Antonio

Development Team of the Module

Writer: Jessie V. Alcala

Editor: Reynald M. Manzano

Reviewer: Louelyn M. Lajot, Ruth Marie B. Eltanal

Layout Artist:

Management Team: Senen Priscillo P. Paulin, CESO V

Rosela R. Abiera

Marcelo K. Palispis, Ed.D.

Maricel S. Rasid

Joelyn M. Arcilla, Ed. D.

Elmar L. Cabrera

Nilita L. Ragay, Ed. D.

Antonio B. Baguio, Jr., Ed. D.

Printed in the Philippines by _____

Department of Education –Region VII Schools Division of Negros Oriental

Office Address: Kagawasan, Ave., Daro, Dumaguete City, Negros Oriental

Tele #: (035) 225 2376 / 541 1117

E-mail Address: negros.oriental@deped.gov.ph

EMPOWERMENT TECHNOLOGIES

Quarter 3 – Module 5: Advanced Presentation Skills



Introductory Message

For the facilitator:

Welcome to the Empowerment Technologies Alternative Delivery Mode (ADM) Module on Advanced Presentation Skills!

This module was collaboratively designed, developed and reviewed by educators both from public and private institutions to assist you, the teacher or facilitator in helping the learners meet the standards set by the K to 12 Curriculum while overcoming their personal, social, and economic constraints in schooling.

This learning resource hopes to engage the learners into guided and independent learning activities at their own pace and time. Furthermore, this also aims to help learners acquire the needed 21st century skills while taking into consideration their needs and circumstances.

In addition to the material in the main text, you will also see this box in the body of the module:



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learners.










As a facilitator, you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Furthermore, you are expected to encourage and assist the learners as they do the tasks included in the module.



For the learner:

Welcome to the Empowerment Technologies Alternative Delivery Mode (ADM)
Module on Advanced Presentation Skills!

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:

 <i>What I Need to Know</i>	This will give you an idea of the skills or competencies you are expected to learn in the module.
 <i>What I Know</i>	This part includes an activity that aims to check what you already know about the lesson to take. If you get all the answers correct (100%), you may decide to skip this module.
 <i>What's In</i>	This is a brief drill or review to help you link the current lesson with the previous one.
 <i>What's New</i>	In this portion, the new lesson will be introduced to you in various ways; a story, a song, a poem, a problem opener, an activity or a situation.
 <i>What is It</i>	This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.
 <i>What's More</i>	This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.
 <i>What I Have Learned</i>	This includes questions or blank sentence/paragraph to be filled in to process what you learned from the lesson.
 <i>What I Can Do</i>	This section provides an activity which will help you transfer your new knowledge or skill into real life situations or concerns.
 <i>Assessment</i>	This is a task which aims to evaluate your level of mastery in achieving the learning competency.

 Additional Activities	In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned.
 Answer Key	This contains answers to all activities in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer *What I Know* before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your teacher/facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!



What I Need to Know

This module was designed and written with you in mind. It is here to help you master the context of Empowerment Technologies. It contains varied activities that can help you as a Senior High School student to succeed in environments that require the use of computer and the Internet.

The module contains lessons in Advanced Presentation Skills which allows students to maximize the use of presentation as a visual aid tool.

Happy learning!

Content Standard:

- The learners demonstrate an understanding of: the use of advanced tools and techniques found in common productivity and software applications in developing ICT content for specific professional tracks

Performance Standard:

- The learners shall be able to: at the end of the 2-week period independently apply advanced productivity tools to create or develop ICT content for use in specific professional tracks These may be in the form of, but not limited to:
 1. Calculating spread sheet of athletic statistics (Sports)
 2. Layout of catalogue of creative works (Arts)
 3. Materials/ ingredients projections for batches of baked goods (Tech- Voc)
 4. Letterhead/ business card design (Business/ Academic)

MOST ESSENTIAL LEARNING COMPETENCIES:

- apply uses common productivity tools effectively by maximizing advanced application techniques
(CS ICT11/12-ICTPT-Ic-d- 4)

After going through this module, you are expected to:

K: determine the tool that will be used in the presentation

S: use hyperlinks and embed files and data to the slideshow

A: appreciate the use of presentation as an effective visual aid tool



What I Know

Direction: Write True if you agree or False if you do not agree with the statements below.

- _____ 1. Make the texts in your presentation readable from afar.
- _____ 2. Each slide should have different design background.
- _____ 3. Type the whole paragraph in one slide.
- _____ 4. Use bullets to simplify your message.
- _____ 5. Use dark text to dark background.
- _____ 6. A presentation is a form of visual aid.
- _____ 7. To insert a hyperlink, go to Insert then click Link or Hyperlink.
- _____ 8. Use different font styles to get the attention of the audience.
- _____ 9. Keep slide counts to a minimum.
- _____ 10. Summarize the information on the presentation so that the audience will focus on what the speaker is saying.



What's New

Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey. There are plenty of tools you can use to present data. Designing your presentation is an enjoyable part in creating a report by being creative in adding transitions, animations, and arts.



What is It

List of Presentation Tools

1. Microsoft Powerpoint

Using the standard templates and themes, you can create something visually appealing, even if you do not have knowledge of basic graphic design principles. When compared to other visual aids such as charts, posters, or objects, it is easy to modify.

PowerPoint slides are generally easier to see by a large audience than other visual aids. Easy to present: you can easily advance slides in the presentation one after another with a simple key stroke while still maintaining eye contact with the audience. No need for handouts. They look good visually and can be easily read if you a projector and screen that is large enough to the entire room.

2. Prezi

Prezi is a great presentation tool for spicing up the mundane PowerPoint that you've been using for the past 10 years. It allows for new kinds of visualizations and opportunities to link imagery to motion, which in turn creates a deeper understanding and retention duration.

3. Apple Keynote

- Quality presentation
- Touch optimized
- Graphing functions
- Mobile
- Useable offline
- Online and desktop application
- Quality themes
- Remote controlled (iOS)

4. Google Slides

Compatibility in Google Presentations: Users can import and export graphics, text formats, PDFs and even PowerPoint presentations without a hassle. They can also publish their creations to the Internet quickly and easily.

Cloud Based Presentation Creation: Google Presentation is supported by the cloud. This means that several different colleagues can access and modify a presentation as it is being formulated. As long as you are using an internet connected device, you'll have access to your team's projects on Google

Presentation. This includes iPhones, iPads and other mobile devices. It's a significant advantage, as you'll never have to worry about purchasing software again. Cloud support also allows employees and students to make last minute adjustments while they are on their way to a meeting or other event.

Structuring Your Presentation

What is a Structure?

Structure is important because a well-organized presentation creates an impression that you know what you are talking about and you will gain the audience's trust and they will be more likely to listen to you. A structure provides a logical flow so that you can provide the information that the audience needs to follow your presentation.

- **Purpose**

To determine your purpose, ask "What are the main points I want my audience to take away from my presentation"? This provides focus for you and the audience is clear on what they will gain listening to your presentation.

- **Audience pre-assessment**

It is important to identify the characteristics, knowledge and needs of your audience so that you are delivering the 'right' presentation to the 'right' audience. Know who your audience is, what they want/need to know and what is their background. This step is done before the presentation or throughout.

- **Opening your Presentation/Bridge**

This is also known as the hook. It is designed to grab the audience's attention and provide them with a reason to be interested in the presentation.

- **Body of Presentation**

This is the major portion of the presentation. It is necessary that it connects directly to your purpose or bridge. Cover enough points to achieve your purpose (no more) and be sure to support your points clearly and concisely.

- **Closing your Presentation**

This is the final impression that you will leave with your audience-make sure it is a strong one. Connect back to your purpose and let them know where you have been. Leave your audience with a clear understanding of your points.

Creating an Effective Presentation

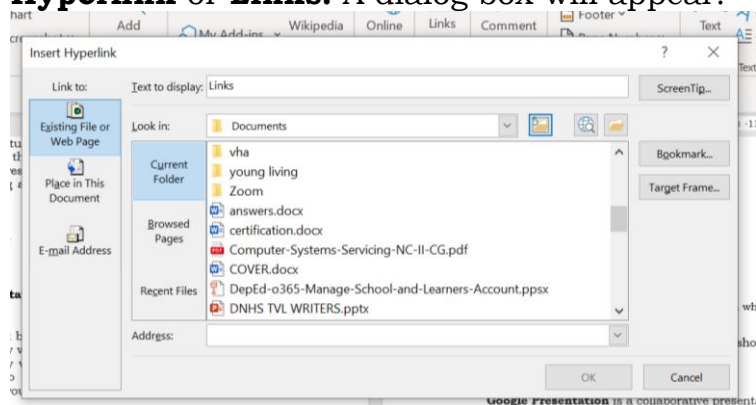
1. **Minimize** – Minimize the number of slides to keep the audience attentive to what the speaker is saying. Most information should still come from the speaker.

2. Clarity – Use a font style that is easy to read. Make sure the fonts are big enough to be read by the audience in a distance.
3. Simplicity – Limit the content to six lines and seven words per line. This is known as the 6x7 rule. Use bullets or short sentences. Summarize the information to have your audience focus on what the speaker is saying.
4. Visuals – Use graphics and images to help get your audience attention but not too many to distract them.
5. Consistency – Avoid having different font styles and backgrounds. Make your slides uniform.
6. Contrast – It is easier to read on screen if you will use light font on dark background and vice versa.

How to Add Hyperlinks in Microsoft PowerPoint

It is an easy way to navigate slides during presentation when using hyperlinks. Here are the steps:

1. Select an object or highlight a text.
2. Click the **Insert** tab in the menu bar or use the shortcut key **Ctrl+K**. Click **Hyperlink** or **Links**. A dialog box will appear.



Link to Options:

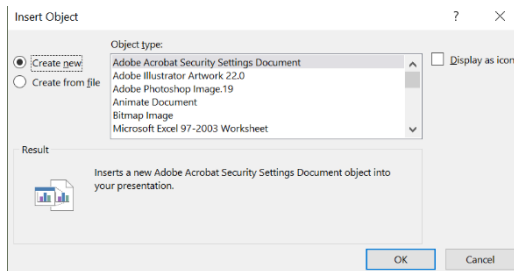
- a. Existing File or Web Page – creates a hyperlink to a website or a local file saved in your hard drive. Just browse your file in the dialog box or input the URL in the Address textbox.
 - b. Place in this Document – creates a hyperlink that allows you to jump to a specific slide in your presentation
 - c. Create a New Document – creates a hyperlink that once clicked, creates a new document on your specified location
 - d. E-mail Address – creates a hyperlink that opens Microsoft Outlook that automatically adds your specified recipient on a new email
3. When done, click OK to apply your hyperlink.

Embedding Objects in Microsoft Powerpoint

Embedding an excel file in Microsoft Powerpoint is just very easy. When embedding an excel file, it would look like a table in a slide.

Embedding an Excel File to your Slide Presentation

1. Go to the **Insert** tab.
2. On the **Text** group, click on **Object**.
3. The **Insert** Object dialog box would appear:



Options:

- a. Create New – creates a new file from scratch.
 - b. Create from File – browse an existing file saved on your hard drive. Checking the box beside the link option will allow the user to modify the Excel file inside your presentation.
4. Once done, click OK.



What's More

1. Which of the presentation tools do you want to use? Why?
2. What is the significance of using hyperlinks instead of just using your mouse to navigate your slide?
3. How can embedding objects improve your presentation?



What I Have Learned

I have learned that _____.

I have realized that _____.

I will apply _____.



What I Can Do

Create a presentation of at least 8 slides about ICT. Embed any excel file in the last slide. Insert action buttons anywhere in your presentation. It can be found at **Insert>Shape**. Add hyperlinks to your action buttons. It will serve as your navigator for you to go to the next slide, previous, or last slide.



Assessment

I. Match Column A with Column B. Read each item carefully and use your notebook to write your answers.

A	B
1. Identify the characteristics, knowledge and needs of your audience.	a. Existing file or webpage
2. Creates a hyperlink to a website or a local file.	b. Structured
3. Well-organized presentation.	c. Visuals
4. Creates a hyperlink that once clicked, creates a new document on your specified location.	d. Closing
5. Graphics and images in your presentation.	e. Contrast
6. Browse an existing file saved on your hard drive.	f. Audience pre-assessment
7. The final impression that you will leave to your audience.	g. Create from file
8. Light font in dark background and vice versa. e	h. Creates a new document
9. Presentation tool for Apple devices.	i. Powerpoint
10. Presentation tool made by Microsoft.	j. Clarity
11. Presentation tool made by Google.	k. Consistency
12. Fonts are big enough to be read by the audience in a distance.	l. Apple keynote
13. Making slides uniform.	m. Consistency
14. Avoid having different font styles and backgrounds.	n. Google slide
15. Limit the content to six lines and seven words per line	o. Simplicity



Additional Activities

Make another presentation using other presentation tool other than Powerpoint. Use the content of your previous presentation that you made. Send the link of your presentation to your teacher.



Answer Key

What I Know	
1.	True
2.	False
3.	False
4.	True
5.	False
6.	True
7.	True
8.	False
9.	True
10.	True

Assessment	
1.	F
2.	A
3.	B
4.	H
5.	C
6.	G
7.	D
8.	E
9.	L
10.	I
11.	N
12.	J
13.	M
14.	K
15.	O

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For inquiries or feedback, please write or call:

Department of Education – Schools Division of Negros Oriental
Kagawasan, Avenue, Daro, Dumaguete City, Negros Oriental

Tel #: (035) 225 2376 / 541 1117

Email Address: negros.oriental@deped.gov.ph

Website: lrmds.depednodis.net

