

## THIS WEEK YOU WILL...

- Finalise your reflective journal.
- Choose a speaker and rehearse the presentation.
- Sort out the logistics for the big day!

## INTRODUCTION

In the run-up to the ATSIAP Challenge 2019 finals, we'll focus on getting your deliverables and presentation ready.

You've put tens of hours to this challenge so far. Delivering a great presentation ensures all that work will shine through. Hence the importance of dedicating Week 9 to presentation rehearsals and logistics.

By the end of this session, you will have finalised and handed over your assessment items (presentation, reflective journal) so will be able to focus entirely on practicing and delivering your presentation.

Without further ado...

## ACTIVITY 1 - END OF PROJECT REFLECTION

You've come a long way. Let's take some time to reflect on your experiences throughout the challenge and conclude your Reflective Journal. As a team, briefly discuss then write down your answers to the following questions.

**What part of your project came out the best? Why do you think it worked so well?**

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**What part of your project you'd like to improve? What would you do differently?**

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**What technique you learned during this project that you will use in the future?**

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**While you were completing the challenge, were you inspired to do other projects? (e.g. business ideas, writings, videos, study groups, etc.). List them here!**

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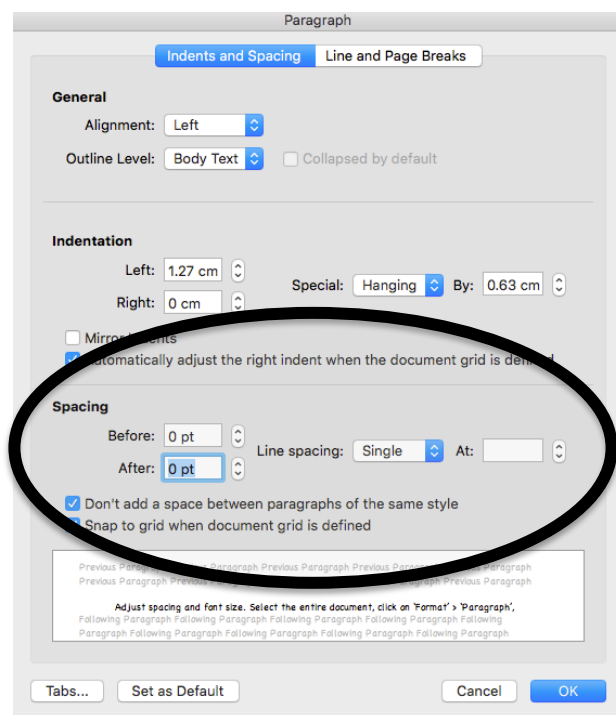
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## UPDATE AND FINALISE YOUR REFLECTIVE JOURNAL

- Head to the computer and open your reflective journal file.
- Let's add one last entry to your reflective journal, consisting of your answers to the questions in the previous page. Make sure to provide some context to the reader, by starting each new statement with a reference to the original question, for example: *"The best piece of our project was... (your answer)"*, or *"While doing this project, we were inspired to... (your answer)"*.
- You'll be handing this journal to the judges as part of your assessment. Let's label it clearly. At the following at the beginning of the document:
  - The name of your product (matching the first slide of your presentation).
  - The name of your School.
  - The names of all team members (in a single line is fine).
  - The date.
- At this point, your journal probably looks like a long chunk of text. A reader would have trouble understanding what it's all about. Do you remember how we signposted your presentation last week? Add a main title and subtitles to your document so the contents and structure will be clear for the reader. Your subtitles can be simple (e.g. "Weeks 1 to 4"), descriptive ("What we learned working with video"), or imaginative ("Keep the camera rolling, please!").
- Lastly, your journal should be no longer than 2 pages (this applies to all teams). If it's longer, you'll need to cut back. Here are some strategies:
  - **Wipe out unnecessary words or entire sentences.** Ask yourselves: Does it work without *this* word/sentence? If it does, delete it. Your writing will not only come out shorter, but stronger.
  - **Adjust margins.** Click on 'Layout' > 'Margins' > 'Narrow'.
  - **Adjust spacing and font size.** Select the entire document, click on 'Format' > 'Paragraph'. In 'Spacing', choose 'Single'. Reduce your font size (but don't go smaller than 10).
  - **Blend subtitles and paragraphs together.** As a last resource, you can save some space by bringing the text after a subtitle up, as exemplified in this list. Make sure to format the subtitle so it clearly **STANDS OUT**.
- Save your changes and print a copy.
- Save and additional copy in PDF format for electronic submission. You can do this by clicking on 'File' > 'Save as...', 'File Format' > 'PDF').



## ACTIVITY 2 - PRACTICE, PRACTICE, PRACTICE

Last week you finalised the team's presentation, including all your slides and speech notes. This week, we'll focus on the delivery of that presentation.

### CHOOSE YOUR SPEAKER(S)

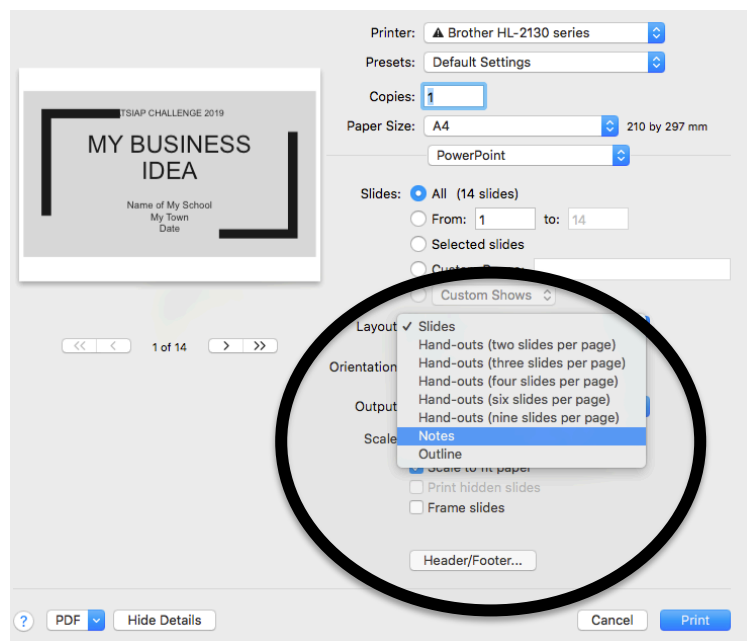
Who will deliver the presentation? Consider:

- The speaker(s) should be available to practice the presentation over and over during the following days. It's best to memorise it.
- Choose someone with a loud, clear voice, and who is keen on taking up the challenge.
- It's best to have a single person deliver the presentation. However, if you decide to take turns, choose to change speakers when a new section starts, as opposed to changing speakers mid-section.

### PRACTICE MAKES ~~PERFECT~~ MORE CONFIDENT SPEAKERS

Follow these tips to prepare for the final presentation:

- Print your speech notes. In PowerPoint, click on 'Print' > 'Layout' > 'Notes'.
- Practice daily, even after you've memorised your speech.
- If you can, record yourself on video delivering the presentation. Are you moving around too much? Are you rushing your words? Or speaking too slowly? Can you use your voice and hands to better emphasise important points?
- Find an audience to rehearse your speech. First, your team and family members. After that, find another audience you feel less comfortable with, and have a go.
- Ask for their constructive feedback. Anett Grant, from FastCompany, suggests asking the following questions to gather feedback after a presentation:
  - *What did you think the key message of this presentation was?*
  - *What was memorable? Something you particularly liked?*
  - *Was there a moment you started to tune out? When was that?*
- Take a look at Week 9's additional resources for some extra help and inspiration.



## ACTIVITY 3 - LOGISTICS

While the speaker(s) are practicing, the rest of the team gets to help with other tasks.

### POWER POINT PRESENTATION

- Open your PowerPoint presentation one last time. Click on 'File' > 'Save as...'.
  - Choose a name for your presentation that will stand out if your presentation was to be put together with other teams' presentations. **I strongly suggest you use a combination of your presenter's name and your school (e.g. Hannah\_WavellSHS).**
- Under 'File Format', choose 'PowerPoint Show (.ppsx)'. This version of your file will be the easiest to play during your presentation.
- To cover all of our bases though, we'll save **an additional copy** in PDF format. Click again on 'File' > 'Save as'. Type in the same filename you used before, but this time, under File Format, choose 'PDF'.

In some cases, playing a presentation on a different computer might cause the formatting to change dramatically (e.g. display different fonts). If this or other compatibility problems arise, try using this PDF version of your presentation instead. PDFs will maintain the original properties of your document in any computer. When presenting, choose the option to display in 'Full Screen mode' by clicking on 'View' > 'Full screen mode'. Bear in mind, you will have to play the video separately. So, you'll need to carry along a copy of your video as well.

- Find a USB to upload your files. Include all of the following:
  - Powerpoint presentation
  - Powerpoint show
  - Slides in PDF
  - Video
  - Reflective journal.
- Bring this USB along to your presentation next week 😊

### DELIVERING YOUR ASSESSMENT ITEMS

Finally, have a chat with your teacher(s) about delivering your assessment items:

- **Your presentation:**
  - Should you send a copy of your presentation (powerpoint show file) in advance?
  - What should you wear on the day?
  - Will you have additional practice on the day?
  - Are there members of the audience you should greet in a special way?
- **Your reflective journal:**
  - Should you submit a copy of your reflective journal in advance?
  - Should you bring multiple copies of your reflective journal?

# THANK YOU AND GOOD LUCK!

That's it.

This was the last Activity Guide for the ATSIAP Challenge 2019.

You're on your own now.

Thanks for your hard work. I hope you had a great time (I know I did).

I'm sure you'll make a killer presentation next week.

Most importantly, I hope whatever you learned here, you'll use elsewhere.

The world needs great business ideas, environmental champions, communicators, activists, social entrepreneurs. This Challenge was only as good as its ability to inspire you to lead your own challenges in life. What's next for you? Explore some business idea? Start a blog/vlog? A school club? An online course?

See you out there!