

Courseware Title: Project Work Series – Smart Presentation

Summary for Module 2: Designing an Effective Presentation

No.	Topic	Contents																		
1	Identifying Main Presentation Points	<div><p>These are the sections that you should focus on in the project report:</p><div><table><thead><tr><th>Table of Contents</th><th>Page</th></tr></thead><tbody><tr><td>1 Abstract</td><td>1</td></tr><tr><td>2 Introduction</td><td>2</td></tr><tr><td>3 Research Methods</td><td>3</td></tr><tr><td>4 Findings</td><td>4</td></tr><tr><td>5 Discussion</td><td>6</td></tr><tr><td>6 Conclusion</td><td>7</td></tr><tr><td>7 Bibliography</td><td>8</td></tr><tr><td>8 Appendix</td><td>9</td></tr></tbody></table><div><div><p>Introduction</p><p>This should form the introduction of your presentation. State your project topic and/or problem statement so that your audience understands what your project is all about.</p></div><div><p>Research Methods</p><p>State the research methods used by your group to gather data. Describe briefly how the research was carried out, including the number of people surveyed, profile of the respondents etc.</p></div><div><p>Findings</p><p>Choose three to five key research findings.</p></div><div><p>Discussion</p><p>Focus on the analysis of the three to five key research findings. Your analysis should indicate if the findings support your problem statement or not. Also, state how the findings relate to research done by other researchers previously, if possible.</p></div><div><p>Conclusion</p><p>This should form the conclusion of your presentation. End with a summary of your main points and provide your recommendations.</p></div></div></div></div> <p>Take note of these points when extracting the main points from the research report:</p> <p>Sequencing (Trim It)</p> <ul style="list-style-type: none">Sequence the content so that there is a logical flow linking the various points.You can use a pattern for the parts in the presentation – e.g. problem-solution, chronological, cause-effect, topical. <p>Chunking (Group It)</p> <ul style="list-style-type: none">Chunking refers to the process of grouping related information into logical sections for greater retention and recall.Chunk the contents into three to five clear and well-defined main points. Having too many main points might cause your audience to lose focus. <p>Substantiating (Spice It)</p> <p>After chunking and sequencing the information, use evidence and examples to substantiate the main points.</p>	Table of Contents	Page	1 Abstract	1	2 Introduction	2	3 Research Methods	3	4 Findings	4	5 Discussion	6	6 Conclusion	7	7 Bibliography	8	8 Appendix	9
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2	Designing the Attention Grabber and Conclusion	<p>Attention Grabber</p> <p>An attention grabber is used in the opening of a presentation to generate audience interest. Here are some do's and don'ts of attention grabbers:</p> <table><tr><th>Do</th><th>Examples</th></tr><tr><td><p>Ask a question or propose an idea.</p><ul style="list-style-type: none">• This sets the audience thinking.• It captures their interest.• It engages the audience.</td><td>Can you guess the age of the teenager in this article about abortion?</td></tr><tr><td><p>Use a visual or prop.</p><ul style="list-style-type: none">• This opens up the imagination of the audience.• It helps to frame the audience's mindsets for the presentation.</td><td>Do you know what differentiates you from the person next to you? I am holding a clue...</td></tr><tr><td><p>Make a shocking statement or share your findings.</p><ul style="list-style-type: none">• A shocking statement or interesting findings will capture the interest of the audience.</td><td>Men can get pregnant in the 21st century.</td></tr><tr><th>Don't</th><th>Examples</th></tr><tr><td><p>Make an apology.</p><ul style="list-style-type: none">• This weakens the confidence of the audience in your presentation.• Try to solve the problems before the presentation.</td><td>We meant to show you a very interesting video clip, but today the equipment is not working. We're sorry...</td></tr><tr><td><p>Ask a rhetorical question.</p><ul style="list-style-type: none">• A rhetorical question is one to which no answer is expected.• It does not fully engage the audience.</td><td>Is the torture of animals cruel?</td></tr><tr><td><p>Tell a joke.</p><ul style="list-style-type: none">• It is hard to tell a good joke; try it out on your friends first.• Avoid racist jokes.</td><td>One day on an airplane, an American, a Singaporean and an Indian were flying to Hong Kong... haha...</td></tr></table>	Do	Examples	<p>Ask a question or propose an idea.</p> <ul style="list-style-type: none">• This sets the audience thinking.• It captures their interest.• It engages the audience.	Can you guess the age of the teenager in this article about abortion?	<p>Use a visual or prop.</p> <ul style="list-style-type: none">• This opens up the imagination of the audience.• It helps to frame the audience's mindsets for the presentation.	Do you know what differentiates you from the person next to you? I am holding a clue...	<p>Make a shocking statement or share your findings.</p> <ul style="list-style-type: none">• A shocking statement or interesting findings will capture the interest of the audience.	Men can get pregnant in the 21 st century.	Don't	Examples	<p>Make an apology.</p> <ul style="list-style-type: none">• This weakens the confidence of the audience in your presentation.• Try to solve the problems before the presentation.	We meant to show you a very interesting video clip, but today the equipment is not working. We're sorry...	<p>Ask a rhetorical question.</p> <ul style="list-style-type: none">• A rhetorical question is one to which no answer is expected.• It does not fully engage the audience.	Is the torture of animals cruel?	<p>Tell a joke.</p> <ul style="list-style-type: none">• It is hard to tell a good joke; try it out on your friends first.• Avoid racist jokes.	One day on an airplane, an American, a Singaporean and an Indian were flying to Hong Kong... haha...
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3	Designing Presentation Slides	Tips for designing presentation slides 1. Text Lettering Style <ul style="list-style-type: none">○ Avoid fancy fonts and styles that are hard to read and may not be available on the computer that will be used to display the presentation.○ Do not use more than two different types of fonts. Use of Capitals <ul style="list-style-type: none">○ Use capitals only for headlines or titles of not more than six words. Lettering Colour and Size <ul style="list-style-type: none">○ Make sure the letters are appropriately coloured for easy reading. Check that the lettering colour has sufficient contrast against the background.○ Make sure the lettering size is big enough for viewing from the back of the room. (Tip: Font size of 24 points is usually just nice.) Spacing between Lines <ul style="list-style-type: none">○ Ensure that the spacing between lines is not too close or far apart. If the lines are too close, it becomes difficult to read the text. If the lines are too far apart, they tend to become disjointed. Number of Lines <ul style="list-style-type: none">○ Limit each slide to no more than eight lines of text.								

		<p>2. Graphics</p> <ul style="list-style-type: none"> ○ Use photographs if your audience has not seen the actual object before. ○ Use line drawings if explaining a complicated image (e.g. explaining molecule movement). ○ Use a concept map to show the relationship between ideas. ○ Ensure that the graphics match the text that goes with them. <p>3. Animation</p> <ul style="list-style-type: none"> ○ Make sure that there is a replay feature to repeat the animation. ○ Choose animation or videos that enhance or illustrate your message in a clearer manner. ○ Simple animations may be more effective than complex ones. ○ Choose complementary colours for your graphics (e.g. red and blue, blue and orange, yellow and violet) ○ Use colours that are suitable for the message (e.g. red indicates danger or action while yellow shows cheerfulness). <p>4. Layout</p> <p>Alignment of Graphics and Text</p> <ul style="list-style-type: none"> ○ Text and graphics should be aligned to show clear relationships. ○ Place related elements close together and unrelated things far apart. ○ You may use arrows to direct the audience's attention to a particular part of the visual. <p>Shape and Style</p> <ul style="list-style-type: none"> ○ Graphics and text should be arranged in a familiar shape (e.g. to show the water cycle, the various stages are arranged in a circle) ○ Choose an uncluttered primary-colour design style rather than one filled with complex images. ○ Use the same background or frame for your presentation for consistency. <p>Balance</p> <ul style="list-style-type: none"> ○ Formal balance occurs when the left half of the visual is a mirror image of the right half. This is more formal. ○ Informal balance, where images are placed at random, is generally more interesting and eye-catching.
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4	Using New Media Tools	<p>Guidelines to follow when using the following tools for your presentation:</p> <p>1. New Media Tools: Blogs, Podcasts, Vodcasts</p> <ul style="list-style-type: none"> ○ Always make a backup copy of the final copy of your slides just in case one copy fail to work or the person assigned forgets to bring it along. ○ Avoid writing long blog posts. Keep it concise for easy reading. ○ Shorten the loading time for New Media tools by limiting the amount of graphics, animations and videos on the page. ○ Practice navigating through the New Media tools to make sure you are familiar with them. ○ Ensure that all links are active. <p>Note: For more information on New Media tools, refer to the course “Awareness of New Media”.</p> <p>2. Using Podcasts</p> <ul style="list-style-type: none"> ○ Make sure the audio quality is good. This means the voice must be clear and the speech is not too fast or slow. If the quality is not good, it is best to do a re-recording. ○ Avoid using long podcasts. ○ Provide the listener with the option to replay or stop the audio. ○ Provide a short summary of what the podcast is about. This helps the learner understand it better. <p>3. Using Vodcasts</p> <ul style="list-style-type: none"> ○ Make sure the video quality is good, with clear images and sound. ○ Choose video clips that will help to support your project presentation. Videos are useful for illustrating processes and capturing special situations or events (such as dissection of a frog, how to create a blog, a volcanic eruption in action, etc.) ○ If you are using video clips produced by someone else, make sure you ask for permission to use it in your blog or presentation. <p>Additional Information:</p> <p>Here are some Blog software options for creating your project blog:</p> <ul style="list-style-type: none"> • Blogger (http://www.blogger.com) • TypePad (http://www.typepad.com) • Blogware (http://www.home.blogware.com) • Wordpress (http://wordpress.org) • Movable Type (http://www.movabletype.org) • Expression Engine (http://expressengine.com)
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