PowerPoint & Presentation

# What is it?

PowerPoint is a presentation tool used to present information verbally, while including visual information. Mostly used during face-to-face applications, PowerPoint can also be used in online settings by including script with each slide, recording narration, or providing a transcription.

# Why use it?

We have all heard the horrors of badly presented Power Point presentations, yet this type of presentation is an authentic skill valued in the workplace and the type of real-world writing skill necessary to flourish in the 21st century.

This PowerPoint presentation is an assignment that asks groups to present their Proposals in a concise, readable way.

## Expectations and Grading Criteria for the Power Point

* PowerPoint presentations should be between 10-20 slides.
* Include the script on the Notes section of each slide.
* Your group is the star, not PowerPoint. (PowerPoint does not overpower the script in the Notes area.)
* Slides have appropriate white or empty space.
* Backgrounds are subtle.
* Use of color and fonts is appropriate.
* Art enhances the presentation.
* If motion is used, it enhances understanding.
* Charts and graphs, if used, are simple.

## Oral (Virtual) Presentation

In this part, your group is asked to present the Power Point you created for your Recommendation Report.

You can present using Zoom, Webex, or any software you have access to or experience with, as long as the presentation can be saved in MP4 format.

Zoom: I will schedule a meeting for your group. Your group will present the Power Point and record the presentation. The link will be available for your classmates to watch. This will be similar to what you see when you watch my recorded Zoom lectures.

Webex works in a similar way, but you will have to sign up. There is a free version available that allows you to record presenting a PowerPoint with a link that will also be available for your classmates to watch.

Presentations should be 7-10 minutes long.

Incorporate information from Chapter 21 in the textbook and in the lecture on presenting and pitching your ideas.

## Expectations and Grading Criteria for the Oral Presentation

* Criteria will be modified from the Oral Presentation Evaluation Form on the areas of Organization & Development, Verbal & Online Presence, and Group Work.

## Peer Evaluation

You will complete an Oral Presentation Evaluation Form for the PowerPoint presentations, which will give groups valuable feedback on their projects.

## Points Possible

50 points possible for Power Point and Oral Presentation