

Show Me College Success Skills				Student/Class Goal Students are unsure how to design an effective presentation.	
Outcome <i>(lesson objective)</i> Students will create a simple PowerPoint presentation as a means to share essay research.				Time Frame 4-6 hours	
Standard <i>Convey Ideas in Writing</i>				NRS EFL 5-6	
Prewriting	Benchmarks	Drafting	Benchmarks	Editing and Revising	Benchmarks
Topic, purpose, & audience		Organize writing		Reread & revise	
Writing for purpose		Sentences/paragraphs		Proofread	
Writing for various tasks		Descriptive language		Feedback from others	
Generate ideas		Sentence structure		Checklists & rubrics	
Main idea/thesis		Spelling		Publishing	Benchmarks
Research		Punctuation		Technology	6.17
Plagiarism		Capitalization		Publication	4.24, 5.21, 6.18
Sources		Parts of speech			
Organize ideas					
Organizational pattern					
Materials Computer Lab w/ MS Word and MS PowerPoint software Laptop w/MS PowerPoint software and Internet access Flash drives, LCD projector <i>Transitions Preparing for College Writing</i> , Thinking Matters. Steck- Vaughn, 27-31. <i>Guide to Writing a Basic Essay</i> Handout <i>2002 GED Essay</i> . Contemporary, 182-83. <i>Student Writing Workshop</i> PowerPoint Sample <i>The 5 Paragraph Persuasive Essay</i> PowerPoint Sample Handout <i>PowerPoint Presentation Advice</i> Handout <i>Thinking Matters</i> PowerPoint Presentation/Handouts					
Learner Prior Knowledge Students have practiced using the essay writing process as they have written several essays. They have previously researched topics on the Internet and understand how to cite sources and avoid plagiarism. Students have created and saved essays using MS Word and flash drives.					
Instructional Activities Step 1 - Begin class with a discussion on what it means to be successful. Then brainstorm together <i>How Can We Help Ourselves Become Successful?</i> This discussion should transition easily into the essay assignment on "Skills Needed for College Success". Explain that after writing their essay, students will be presenting their findings to the class through a simple PowerPoint presentation. Review the writing process, including the OWL website on Conducting Research. Step 2 - Examine a model persuasive essay, using <i>Transitions Preparing for College Writing</i> pp. 27-31 or view the website <i>Guide to Writing a Basic Essay</i> . Small groups of students can also choose one college success skill from the list to research. They can interview current college students and professors and write their findings in a persuasive essay which can be used as the foundation of their PowerPoint presentations. Step 3 - Circulate and offer assistance, as needed, as students work in computer lab gathering evidence to support thesis statement, organize findings into outline form from <i>2002 GED Essay</i> pp. 182-83, and write draft essay. Another source to view samples outlines is from the website Outlines. Step 4 - Have students work with a peer on revising and editing steps of writing process. Complete final essay and save onto flash drive, along with outline. Collect printed essays and outlines as students complete their work. Step 5 - Discuss procedures for creating a PowerPoint presentation from a written essay. Review samples of PowerPoint					

presentations on writing, using *Student Writing Workshop* and *The 5 Paragraph Persuasive Essay*. Discuss what makes a good PowerPoint presentation, highlighting just some of those shown in the *PowerPoint Presentation Advice* handout.

Step 6 - Demonstrate the MS PowerPoint software, creating a title slide and 5 other slides with text and graphics. Refer students to tutorials, if needed at the *How to Make a Presentation in PowerPoint Format* website. Have students practice creating 5-10 simple slides.

Step 7 - Refer students to model persuasive essay examined by class in Step 2. Model for class a PowerPoint presentation that you have created for this essay called *Thinking Matters*. Use example to point out several PowerPoint tips that were discussed in Step 5 and what class's focus should be when creating their own PowerPoint this time.

Step 8 - Share [PowerPoint Rubrics](#) and [Grading Rubric for Powerpoint Presentation](#)s. Students refer to these as they discuss and formulate a class rubric for this first PowerPoint presentation.

Step 9 - Explain that each PowerPoint presentation will be 2-3 minutes in length covering the main points of the student's essay. Instructor will take care of technology worries this time. Circulate to offer assistance as students work to complete PowerPoint presentation, creating 5-7 basic slides, and saving presentation on same flash drive with essay and outline.

Step 10 - Students will first rehearse giving their presentation to small groups of 2-3 classmates, gathering feedback based on rubric scoring. Students will then give their presentations to the entire class. As each presenter finishes, rest of class will score the presentation, using class rubric that was created.

Assessment/Evidence *(based on outcome)*

Peer scoring rubrics for presentations.
Teacher grading and peer editing of essay.

Teacher Reflection/Lesson Evaluation

This lesson has not yet been field tested.

Next Steps

Students will complete PowerPoint presentations for future writing assignments. Each time, the expectations will increase with the edited rubric reflecting this.

Technology Integration

Guide to Writing a Basic Essay <http://klivingston.tripod.com/essay/sample.html>
Outlines <http://www.teachervision.fen.com/writing/essays/1779.html>
Conducting Research <http://owl.english.purdue.edu/owl/section/2/8/>
PowerPoint Presentation Advice http://www.cob.sjsu.edu/splane_m/presentationtips.htm
How to Make a Presentation in PowerPoint Format <http://www.pppst.com/tutorials.html>
Student Writing Workshop http://schools.alsde.edu/documents/88/Language_Arts_Writing/Student_Writing_Workshop.ppt#259
The 5 Paragraph Persuasive Essay
[http://www.rst2.edu/ctee/littleferry/powerpoints/The%20%20Paragraph%20%20Persuasive%20Essay.II.ppt#262,7,The Five Paragraph Essay](http://www.rst2.edu/ctee/littleferry/powerpoints/The%20%20Paragraph%20%20Persuasive%20Essay.II.ppt#262,7,The_Five_Paragraph_Essay)
Grading Rubric for PowerPoint Presentations <http://www.schools.lth5.k12.il.us/aviston/KBLesson8.html>
PowerPoint Rubric <http://www.nclark.net/PowerPointRubric.pdf>
Introduction to Presentation <http://www.sussex.ac.uk/its/training/materials>

Purposeful/Transparent

A rubric can be developed with criteria that students will use to create their PPT presentation after analyzing model essays and other presentation designs.

Contextual

As part of their transition course, students will create PowerPoint presentations to share an assignment with the class.

Building Expertise

Students are combining their writing and technology skills during this lesson by writing an essay on college success skills and then presenting their research to the class.

Guide to Writing a Basic Essay

Source: <http://lklivingston.tripod.com/essay/sample.html>

Use this Sample Basic Essay as a Model

The essay below demonstrates the principles of writing a basic essay. The different parts of the essay have been labeled. The thesis statement is in bold, the topic sentences are in italics, and each main point is underlined. When you write your own essay, of course, you will not need to mark these parts of the essay unless your teacher has asked you to do so. They are marked here just so that you can more easily identify them.

"A dog is man's best friend." That common saying may contain some truth, but dogs are not the only animal friend whose companionship people enjoy. For many people, a cat is their best friend. **Despite what dog lovers may believe, cats make excellent house pets as they are good companions, they are civilized members of the household, and they are easy to care for.**

In the first place, people enjoy the companionship of cats. Many cats are affectionate. They will snuggle up and ask to be petted, or scratched under the chin. Who can resist a purring cat? If they're not feeling affectionate, cats are generally quite playful. They love to chase balls and feathers, or just about anything dangling from a string. They especially enjoy playing when their owners are participating in the game. Contrary to popular opinion, cats can be trained. Using rewards and punishments, just like with a dog, a cat can be trained to avoid unwanted behavior or perform tricks. Cats will even fetch!

In the second place, cats are civilized members of the household. Unlike dogs, cats do not bark or make other loud noises. Most cats don't even meow very often. They generally lead a quiet existence. Cats also don't often have "accidents." Mother cats train their kittens to use the litter box, and most cats will use it without fail from that time on. Even stray cats usually understand the concept when shown the box and will use it regularly. Cats do have claws, and owners must make provision for this. A tall scratching post in a favorite cat area of the house will often keep the cat content to leave the furniture alone. As a last resort, of course, cats can be declawed.

Lastly, one of the most attractive features of cats as house pets is their ease of care. Cats do not have to be walked. They get plenty of exercise in the house as they play, and they do their business in the litter box. Cleaning a litter box is a quick, painless procedure. Cats also take care of their own grooming. Bathing a cat is almost never necessary because under ordinary circumstances cats clean themselves. Cats are more particular about personal cleanliness than people are. In addition, cats can be left home alone for a few hours without fear. Unlike some pets, most cats will not destroy the furnishings when left alone. They are content to go about their usual activities until their owners return.

Cats are low maintenance, civilized companions. People who have small living quarters or less time for pet care should appreciate these characteristics of cats. However, many people who have plenty of space and time still opt to have a cat because they love the cat personality. In many ways, cats are the ideal house pet.

PowerPoint Presentation Advice

Mike Splane © 2006

Source: http://www.cob.sjsu.edu/splane_m/presentationtips.htm

Structuring Your Talk:

Preparing a talk always takes far longer than you anticipate. Start early!

- Write a clear statement of the problem and its importance.
- Research. Collect material which may relate to the topic.
- Tell a story in a logical sequence.
- Stick to the key concepts. Avoid description of specifics and unnecessary details.
- If you are making a series of points, organize them from the most to the least important. The less important points can be skipped if you run short of time.
- Keep your sentences short, about 10-20 words each is ideal. This is the way people usually talk.
- Strive for clarity. Are these the best words for making your point? Are they unambiguous? Are you using unfamiliar jargon or acronyms?

Preparing Your Slides:

Presentation Design

- Don't overload your slides with too much text or data.
- FOCUS. In general, using a few powerful slides is the aim.
- Let the picture or graphic tell the story. Avoid text.
- Type key words in the PowerPoint Notes area listing what to say when displaying the slide. The notes are printable.
- Number your slides and give them a title.
- Use the "summary slide" feature in slide sorter view to prepare an Agenda or Table of Contents slide.
- Prepare a company logo slide for your presentation.
- You can add a logo and other graphics to every slide using the slide master feature.
- Proof read everything, including visuals and numbers.
- Keep "like" topics together
- Strive for similar line lengths for text.

Visual elements

- A font size of 28 to 34 with a bold font is recommended for subtitles. The title default size is 44. Use a san serif font for titles.
- Use clear, simple visuals. Don't confuse the audience.
- Use contrast: light on dark or dark on light.
- Graphics should make a key concept clearer.
- Place your graphics in a similar location within each screen.
- To temporarily clear the screen press W or B during the presentation. Press Enter to resume the presentation.

Text

- Font size must be large enough to be easily read. Size 28 to 34 with a bold font is recommended.
- It is distracting if you use too wide a variety of fonts.
- Overuse of text is a common mistake.
 - Too much text makes the slide unreadable. You may just as well show a blank slide. Stick to a few key words.
 - If your audience is reading the slides they are not paying attention to you. If possible, make your point with graphics instead of text.
 - You can use Word Art, or a clip art image of a sign, to convey text in a more interesting way.

Numbers

- Numbers are usually confusing to the audience. Use as few as possible and allow extra time for the audience to do the math.
- Numbers should never be ultra precise:
 - “Anticipated Revenues of \$660,101.83” looks silly. Are your numbers that accurate? Just say \$660 thousand.
 - “The Break Even Point is 1048.17 units. Are you selling fractions of a unit?”
 - Don’t show pennies. Cost per unit is about the only time you would need to show pennies.
- If you have more than 12-15 numbers on a slide, that’s probably too many.
- Using only one number per sentence helps the audience absorb the data.

Statistics

- Use the same scale for numbers on a slide. Don’t compare thousands to millions.
- When using sales data, stick to a single market in the presentation. Worldwide sales, domestic sales, industry sales, company sales, divisional sales, or sales to a specific market segment are all different scales. They should not be mixed.
- Cite your source on the same slide as the statistic, using a smaller size font.

Charts

- Charts need to be clearly labeled. You can make more interesting charts by adding elements from the drawing toolbar.
- Numbers in tables are both hard to see and to understand. There is usually a better way to present your numerical data than with columns and rows of numbers. Get creative!
- PowerPoint deletes portions of charts and worksheets that are imported from Excel, keeping only the leftmost 5.5 inches. Plan ahead.

Backgrounds

- Backgrounds should never distract from the presentation.
- Using the default white background is hard on the viewer’s eyes. You can easily add a design style or a color to the background.
- Backgrounds that are light colored with dark text, or vice versa, look good. A dark background with white font reduces glare.
- Colors appear lighter when projected. Pale colors often appear as white.
- Consistent backgrounds add to a professional appearance.

- For a long presentation, you may want to change background designs when shifting to a new topic.

Excitement

- Slides for business presentations should be dull! You don't want to distract the audience.
- Sounds and transition effects can be annoying. Use sparingly.
- Animation effects can be interesting when used in moderation.
 - Too much animation is distracting.
 - Consider using animated clip art
 - Consider using custom animation
- You can insert video and audio clips into PowerPoint.
- You can also insert hyperlinks.

Hints for Efficient Practice:

Timing - Practicing Your Presentation

- Talk through your presentation to see how much time you use for each slide.
- Set the automatic slide transition to the amount of time you want to spend discussing each slide.
- Are you using the right amount of time per slide? Decide which slides or comments need alteration to make your presentation smoother.
- Change the automatic slide transition settings for individual slides to fit the amount of time needed for that slide and practice again. Are you still within the time limit?
- Decide if you want to remove the automatic slide transition feature before giving the presentation.

Content

- Make a list of key words/concepts for each slide
- Read through the list before you begin.
- Don't attempt to memorize your text;
- Your words will probably be different each time you practice.
- Think about the ideas, and your words will follow naturally.

Delivering Your Talk:

Pre-Talk Preparation

- Plan to get there a few minutes early to set up and test the equipment.
- Dress appropriately for your audience.
- Turn off your cell phone.

Handouts

- Edward Tufte, the leading expert on visual presentation techniques, advises speakers to always prepare a handout when giving a PowerPoint presentation.
- Make about 10% more handouts than you expect to use.
- Distribute handouts at the beginning of your talk.

Opening

- Jump right in and get to the point.
- Give your rehearsed opening statement; don't improvise at the last moment.
- Use the opening to catch the interest and attention of the audience.
- Briefly state the problem or topic you will be discussing.
- Briefly summarize your main theme for an idea or solution.

Speaking

- Talk at a natural, moderate rate of speech
- Project your voice.
- Speak clearly and distinctly.
- Repeat critical information.
- Pause briefly to give your audience time to digest the information on each new slide.
- Don't read the slides aloud. Your audience can read them far faster than you can talk.

Body Language

- Keep your eyes on the audience
- Use natural gestures.
- Don't turn your back to the audience.
- Don't hide behind the lectern.
- Avoid looking at your notes. Only use them as reference points to keep you on track. Talk, don't read.

Questions

- Always leave time for a few questions at the end of the talk.
- If you allow questions during the talk, the presentation time will be about 25% more than the practice time.
- You can jump directly to a slide by typing its number or by right-clicking during the presentation and choosing from the slide titles.
- Relax. If you've done the research you can easily answer most questions.
- Some questions are too specific or personal. Politely refuse to answer.
- If you can't answer a question, say so. Don't apologize. "I don't have that information. I'll try to find out for you."

Length

- To end on time, you must PRACTICE!
- When practicing, try to end early. You need to allow time for audience interruptions and questions.

Demeanor

- Show some enthusiasm. Nobody wants to listen to a dull presentation. On the other hand, don't overdo it. Nobody talks and gestures like a maniac in real life. How would you explain your ideas to a friend?
- Involve your audience. Ask questions, make eye contact, use humor.
- Don't get distracted by audience noises or movements.
- You'll forget a minor point or two. Everybody does.

- If you temporarily lose your train of thought you can gain time to recover by asking if the audience has any questions.

Conclusion

- Close the sale.
- Concisely summarize your key concepts and the main ideas of your presentation.
- Resist the temptation to add a few last impromptu words.
- End your talk with the summary statement or question you have prepared. What do you want them to do? What do you want them to remember?
- Consider alternatives to “Questions?” for your closing slide. A summary of your key points, a cartoon, a team logo, or a company logo may be stronger.

GRADING RUBRIC FOR POWERPOINT PRESENTATIONS

Source: <http://www.schools.lth5.k12.il.us/aviston/KBLesson8.html>

NAME: _____

KNOWLEDGE: 4 3 2 1 0

Shows an understanding of the material
Able to answer questions

PARTICIPATION: 4 3 2 1 0

Does their "fair share" in presenting the material
Participates in each part of the presentation

LENGTH: 4 3 2 1 0

Long enough to adequately cover assigned material

CONTENT: 4 3 2 1 0

Topic covered thoroughly
Enough information given to understand topic
Did not exclude any important information or include
any unnecessary information

DESIGN: 4 3 2 1 0

Very creative
Easy to see and follow
Did not include any unnecessary graphics

HANDS-ON ACTIVITY: 4 3 2 1 0

Included class in the learning process
Did more than lecture to the class

TOTAL _____

23-24 A

21-22 B

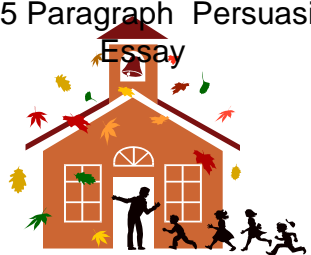
18-20 C

16-17 D

0-15 F

Slide 1

The 5 Paragraph Persuasive Essay



8th Grade Expository Writing

Slide 2


Paragraph One
Introduction

- Begin with an Interest Catcher
- List the topic of your essay
- List three main points of body paragraphs

Slide 3

Paragraph Two
Main Point One


- Use a transition to begin the paragraph
- Main point one should be stated in the first sentence
- Add three to four supporting details for main point one
- Vary sentence structure



Slide 4


Paragraph Three Main Point Two

- Begin paragraph with a transition
- State main point two in the first sentence
- List three to five supporting details for main point two
- Vary sentence structure



Slide 5

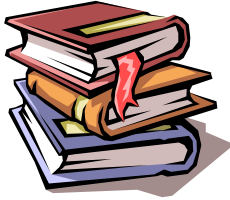
Paragraph Four



- Begin paragraph with main point three general statement
- List three to four supporting details about main point three
- Vary sentence structure and word choice

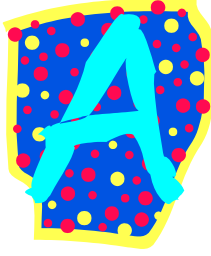
Slide 6

Paragraph Five



- Begin paragraph five with a summary transition
- Restate the three main points of your essay
- Relate your topic to today
- Finish with an interesting challenge

The Five Paragraph Essay



- Presentation by:
- Kristine O'Rourke
- Maureen Germer
- Teresa Barry
- Julie Cambria
- Harry Lagerman
- Jeff Kunz

Slide 1

Student Writing Workshop

My heart says to write. My hands want to write. My mind has ideas.
How do I get it all on paper?

Slide 2

Writing is boring!

- Do you write a little every day?
- Do you write about things important to you?
- Sometimes don't worry about mistakes.
- Sometimes take time to edit.
- We read to learn. We write to learn.
- Explore each door.
- Make writing powerful.

Slide 3

The Writing Process

- Prewriting: Choosing and collecting to make a plan
- Writing: first draft
- Revising: Clear up "wanderings"
- Editing: spelling, grammar, punctuation
- Publishing: Putting your writing out there for others to see, hear, read, enjoy
- Collecting: Keep a portfolio of your writing projects

Slide 4



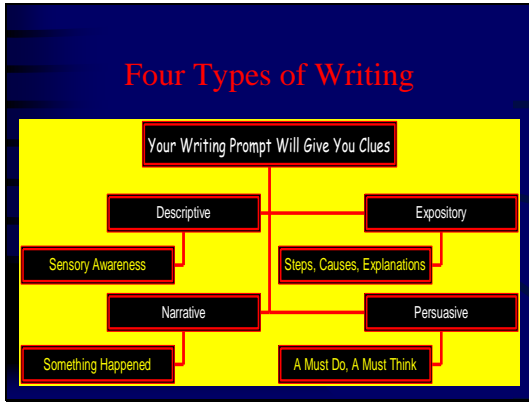
Slide 5

- ### Reader, Writer
- Read Books
 - Read Magazines
 - Read Newspapers
 - Read Internet News
 - Visit Bookstores
 - Ask Your Teacher
 - Find Out What Your Parents Read

Slide 6

- ### Be An Investigator
- As you read, investigate how the author wrote "his" story
 - Who was the audience?
 - What was the purpose?
 - How did the author describe his characters and setting?
 - What was the plot? Why do you think it was chosen?

Slide 7



Slide 8

I've decided what style of writing, now what?

It's time to collect details to support your writing.

Gather your thoughts. Visit the library.

Interview experts.

Talk it up. Watch videos, T.V.

Read about your subject.

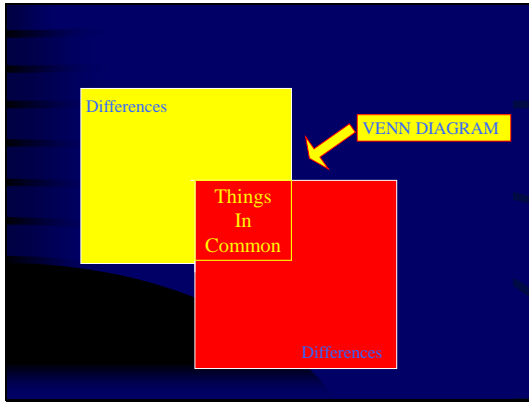
Surf the Net. Participate. Be a part of what you are writing.

Slide 9

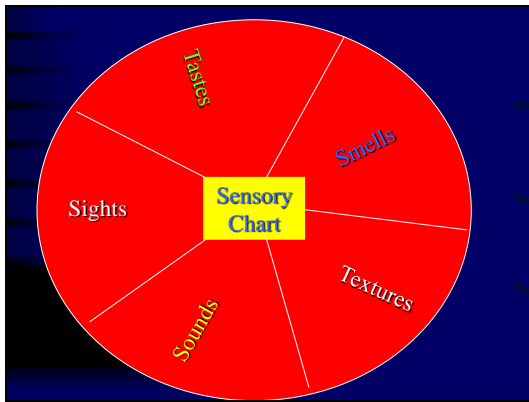
Create Cool Graphic Organizers to Organize Your Thoughts

- Fishbone
- Line Diagram
- Time Line
- Sensory Chart
- Venn Diagram
- Explanation Diagram
- KWL
- 5 W's

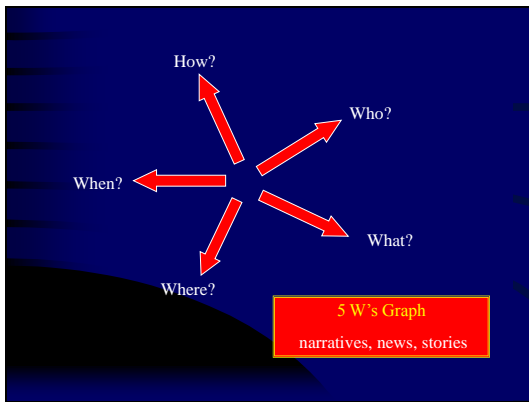
Slide 10



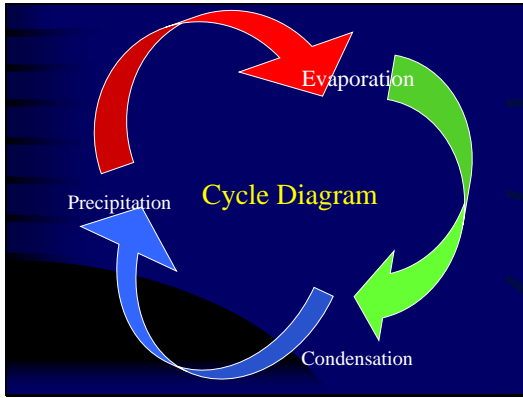
Slide 11



Slide 12



Slide 13



Slide 14

REMEMBER, IT'S JUST A
DRAFT

It's Time to Write

First Draft of Ideas
Use the information you gathered.
Add whatever you think necessary.

Slide 15

Revision

- Reread your draft
- Get another opinion
- What will you change?
- What will you delete?
- How will you create interest?
- Who is your audience?
- Did you follow directions?
- Do whatever is needed to make it great.

Slide 16

Be the Editor

CAPITALIZATION

PUNCTUATION

SPELLING

GRAMMAR

- Buddy Read
- Prepare final copy
- Proofread
- Share with a friend
- Present final copy

Slide 17

Enjoy
What You Wrote.
You Are Now an
Author!!!

THE END

Slide 1


Thinking Matters

Susan Sheehan
College Writing
June 1, 2010

Slide 2

Thinking Matters

Thinking is the most vital skill needed
for a college education.



Slide 3

Thinking Matters

Faculty expect students to:


- Experiment with new ideas
- Use analytical ability
- Generate critical responses
- Assume responsibility

Slide 4

Thinking Matters

Professors report that students are:

- More diligent in their work than in the past
- Not thinking n they should be



Slide 5

Thinking Matters

Why is thinking at risk?


Have we been concentrating on basic skills too much in the classroom?

Have we lowered expectations of class discussions?

Slide 6

Thinking Matters

The most common cause of weak writing is



Thinking Matters

College students are expected to:

- Develop thesis with:
 - Well chosen examples
 - Good reasons
 - Logical arguments
- Structure their writing