

ADVICE – VISUAL AND ORAL PRESENTATION

IN GENERAL

- A group project is demanding. You need to find out who is good at what; *who* has the best computer skills and knows various presentation programs; *who* can draw, illustrate and create images; *who* is good at summarizing and assembling texts; *who* is the best at speaking in public; *who* is willing to take the responsibility for the group, for this work, and ensure that the various parts are completed in time + ensure that there is a **Plan B**...
- If you are four members in the group it can be good to work in pairs within the group. Some students work better in pairs and it's easier to divide the work
- Once you have decided who should do what - start by doing an overview of your topic and write down your main arguments/main points that you intend to use. It might be helpful to start with an overview from the textbook and then use a good encyclopedia. This helps you find the most important events, characters, etc...
- Decide how you will make your visual presentation. Should it be PP (PowerPoint), Keynote, Impress, Google Presentation, Prezi or some other form of presentation? It is important to do this at the beginning of your work because the material must be adapted to the media you are using. It is also important that you use a common application that it is available on the computer or some other technical equipment you will use
- All group members must have each other's presentations - in the event that someone is absent during the presentation
- Practice, practice, practice... A good performance is a well-rehearsed performance!
- If you encounter problems you can't solve - contact your supervisor (teacher) asap!

VISUAL PRESENTATION

- Your visual presentation will be based on the key points mentioned when you did the first ICT assignment:
 1. *KISS – “Keep It Simple Silly”. Don’t overdo your presentation.*
 2. *Make your background neutral (don’t put in a sunset with a surfing dude at the beach because you long for summer...). That will make it easier to read your text*
 3. *You should have good contrast between the text and your background. The general advice is to use a light background and dark text (but you need to avoid a “shining” white background)*
 4. *Don’t use strange color combinations (neon green with neon purple or green and red because the last two colors can be hard for a few people to tell the difference)*
 5. *Use simple fonts – nothing fancy and “old fashion”. Try to not use more than two different kind of fonts in your presentation – one for titles and one for the ordinary text*
 6. *Avoid sound effects (especially the sounds when you change pages) – clocks ringing, canons firing, etc...*
 7. *Avoid unnecessary animations. They might just make your teacher and classmates motion sick*
 8. *Use relevant photos/pictures. Don’t try to spice your presentation with some far-fetched illustrations just because you thought they were funny*
 9. *Don’t use too many illustrations on each slide otherwise you might make a mess*
 10. *After you have completed your presentation try it out on somebody who does not have any previous knowledge in your topic and see if they understand what you are trying to say...*

HISTORY – ICT ASSIGNMENT 2

VISUAL PRESENTATION (Cont.)

- 10-12 minutes means 10-12 slides if you use PP (1 slide per minute)
- Ensure that the technology works. Try this before your presentation (eg during the second double lesson).
- Ensure that more than one of the members of the group can manage the technical equipment + program (in case the person in charge is absent)
- **ALWAYS** have a backup of your presentation on a USB stick if your presentation malfunctions
- Do not expect that the internet always works if you intend to use it. With other words – have a **Plan B!**

ORAL PRESENTATION

- When you begin the oral presentation, start by talking about what topic you have and what it is you intend to cover - your main arguments and your main points
- Speak in a clear voice loud enough for all to hear
- Try to be enthusiastic - it automatically creates interest (it is important to “act”, to sound enthusiastic even if the part you talk about is perceived as boring)
- Never start an oral presentation with apologies - it undermines the audience confidence in you as a speaker
- Do not read the text directly from the paper - repeat it enough times so you don't need to use the paper very often
- Never turn your back to the audience - try as much as possible to maintain eye contact with the audience
- Do not read the text from the visual presentation - the audience is literate so they don't need anyone to read the text that they clearly can see
- At the end of your presentation you shall summarize the arguments and the main points you raised
- **KEEP TIME!!!** After 12 minutes the presentation will be interrupted even if you are not ready!

AUDIENCE

- *Listen attentively - **show respect!***
- *Write down important information.*
- *Do not look bored and check possible negative facial expressions. Although the oral presentation might not be very good you should still look like it was*
- **No mobile phone!**
- *Be quiet during the presentation. Sit down until the last speaker has finished his presentation.*

NOTE: Some of the given advice above will be a bit different if the school still is closed and this presentation will be done online!