Standards: 1, 2, 3, 4, 8, 9, 10, 11, 12

Task: **Legacy of Slavery PowerPoint – The Requirements**

Now that you have completed your research and compiled it with your group members, here is a breakdown of what you will need in your presentation. Be sure to review the PowerPoint tips on the following page.

It should be evident that you are well-prepared to present your project to the class. This includes having rehearsed it beforehand. You will be evaluated on your informational aspects, apparent effort, and overall presentation quality.

- ➢ All 5 categories represented with minimum of 2 pieces of evidence

- ➢ Slides contain info., e.g., poet, artist, author, director, dates, sources

- ➢ Evidence clearly connects to theme presented in introduction

- ➢ Evidence sheds light on decade(s) researched

- ➢ At least one hyperlink and one video or sound clip is used

- ➢ Length of presentation is between 40 and 45 minutes with responsibility equally divided among group members

- ➢ Information is delivered smoothly and professionally and is <u>not</u> read to the audience

- ➢ PowerPoint is used as a tool of organization <u>to supplement</u> research project

- ➢ Annotation slide immediately follows each piece of evidence

- ➢ Each annotation thoroughly explains how related evidence connects to the theme presented in introduction. (That is, the evidence is not simply explained in a vacuum.)

- ➢ Uniqueness of each category of evidence, i.e., poetry, film, etc., is taken into account in annotation (intro. or conc.)

- ➢ Slide has overview of analysis with brief points, not entire paragraphs of material.

Five Rules for Better PowerPoint Presentations

adapted from: <http://www.michaelhyatt.com/workingsmart/2005/06/five_rules_for_.html>

PowerPoint can be a wonderful tool if used correctly. It can also be a dangerous distraction that interferes with communication rather than facilitating it.

Here are five rules for making more effective PowerPoint presentations.

Rule #1: Don't give PowerPoint center stage. This is the biggest mistake that students make. They forget that PowerPoint is a tool designed to *help* their presentation not *be* their presentation. You are the presenter. You are the focus. Not your slides. Not your props. And not your handouts. You are in the lead role and you need to retain that role. No amount of "razzle dazzle" can overcome a weak presentation. If you don't do your job, PowerPoint can't save you. It only makes a bad presentation worse.

Rule #2: Create a logical flow to your presentation. Better yet, tell a story. The absolute last thing you want to do is turn your presentation into a random assortment of facts about slavery, which is what often happens when PowerPoint is involved. There *must* be a flow. If people understand where you are going to take them, they can relax and enjoy the ride. If they don't, they will be distracted and frustrated.

Rule #3: Make your presentation readable.
Memorize this sentence: "If people can't read my slides from the back of the room, my type is too small." Now repeat it over and over again while you create your slides. You must use at least 30-point type for everyone in the library to be able to see your information. You must test your slides and make certain they are readable.

"No more than three bullet points on a slide. EVER."

Here are some other things to remember regarding text:

- *Avoid paragraphs or long blocks of text.* If you really, really must use a paragraph, then whittle it down to the bare essentials. Use an excerpt—a couple of sentences. Emphasize the important words. Put the text block by itself on a single slide.

- *Avoid detailed slides.* If you need to include an article or detailed chart in your presentation, hand it out. Don't force people to try to read a printout on a slide. If you must show a report, use it as a picture and then use a "call out" to emphasize the part of the report you want people to focus on.

- *Avoid "title capitalization" unless (duh!) it's a title.* Sentence capitalization is much easier to read. For example, "Sales are up 100% in the southeast region" is easier than "Sales Are Up 100% In The Southeast Region." This is especially true when you have numerous bullet points.

Rule #4: Remember, less is more. Fancy slide transitions and fly-ins get old quickly. Keep things simple. A basic dissolve from one slide to another is sufficient. Have all your bullets appear at once rather than one at a time. Avoid sound effects—they serve no other purpose than annoying the audience and distracting them from your presentation. And finally, cut down the number of slides. You don't need a transcript of your speech with every point and sub-point! People are only going to remember the major points any way.

Rule #5: Distribute a handout. For those who like to take notes, they can take them right on the handout. It also keeps people from getting frustrated when they can't write down what is on every slide. Again, you don't want people to get distracted and tune you out. In my experience, a handout helps them stay focused on you.

Finally, I would encourage you to practice your PowerPoint skills with your group members. The more you work at it, the better you will get. And the better you get the more compelling your presentation will become.

Rubric:

	9/10	7/8	6/5	4-0
Research and Notetaking	Notes indicate accurately researched and varied information from a wide variety of sources Relevant information recorded Neatly organized and clearly labeled notes	Notes indicate accurately researched and varied information from several sources; Mostly relevant information recorded Neat notes and reasonable organization	Some attempt to acquire information relevant to topic, but from few sources Notes reveal some organization	Few notes reveal little attempt to acquire information Notes (if presented) are unorganized and incomplete
Subject Knowledge	Subject knowledge is clearly evident throughout the presentation All information is clear, appropriate and accurate	Subject knowledge is evident in most of the presentation Most information is clear, appropriate and accurate	Some subject knowledge is evident in the presentation	Subject knowledge is not evident Information is confusing, incorrect or flawed, or too insufficient to judge
Organization	The sequence of information is logical and well-organized Reveals very clear outline, introduction, body and conclusion	The sequence of information is quite well-organized Mostly clear outline, introduction, body and conclusion	Parts of the sequence of information are organized Some attempt at outline, introduction, body and conclusion	The sequence of information is disorganized Outline, introduction, body and conclusion are confused or unclear
Referencing/ Bibliography	All sources of information are properly acknowledged in the text All sources of information a clearly identified in the Bibliography using the school's preferred style	Sources are mainly acknowledged in the text Most sources are identified in the Bibliography, using the school's preferred style	Some sources of information are acknowledged in the text Some sources are identified in the Bibliography	Sources of information were not acknowledged or identified either in the text or in the Bibliography
Technical Aspects	Presentation of required number of slides runs very smoothly Slide transitions and animations are very consistent, and timing and order of appearance enhance the presentation	Presentation of required number of slides runs smoothly Slide transitions and animations are consistent, subtle, and well-timed	Presentation runs quite smoothly and features nearly the required no. of slides Animations and transitions are mostly consistent and suitable	Presentation doesn't feature required number of slides Slide transitions and animations are not consistent Timing is confused/distracting

Layout	Layout is exceptionally creative and visually appealing, appropriate to the message, and uses headings, sub-headings and white space very well Fonts, color and background are all in harmony and provide a consistent theme and easy readability	Layout is creative and visually appealing, appropriate to the message, and uses headings, sub-headings and white space well Fonts, color and background are almost all in harmony, and provide a clear theme and easy readability	Layout quite visually appealing/appropriate to the message, although headings and sub-headings are not always logical, and white space is sometimes too cluttered/ too empty Fonts, color and background are mostly in harmony and easy to read	Layout lacks visual appeal and is sometimes unstructured, or confusing, while white space is not used effectively (too cluttered/empty) Fonts, color and background lack harmony and text is not easy to read
Effects (Graphics , Sound/Video)	All graphics, sound/video or other enhancements are used effectively to enrich the presentation Enhancements contribute significantly to convey the intended meaning	Most graphics, sound/ video or other enhancements are used appropriately to enrich the presentation Enhancements contribute in conveying the intended meaning	Some use of graphics, sound/ video or other enhancements, but they do not always enrich presentation Enhancements are mostly appropriate, relevant and restrained	Very few, if any, graphic, sound/ video or other effects are present, or use of these tools is inappropriate, irrelevant or excessive
Writing Mechanics	The text is clearly written, with no spelling, grammar or punctuation errors to detract from content	The text is clearly written, with few errors in spelling, grammar or punctuation to detract from content	Content is understandable, but spelling, grammar and punctuation occasionally detract from content	Many spelling and/or punctuation errors seriously hinder the communication of content
Presentation	Excellent integration of spoken and visual presentation Very confident and compelling delivery features frequent eye contact, good diction and limited use of notes Well rehearsed	Integrates spoken and visual presentation well Confident and capable delivery features good eye contact, clear diction and restricted use of notes Quite well- rehearsed	Attempts to integrate spoken and visual presentation Delivery includes some eye contact, reasonable diction and some reliance on notes Some evidence of rehearsal	Spoken and visual presentation is difficult to follow and understand Delivery features little eye contact and/or poor diction with an over-reliance on notes Little evidence of rehearsal