

Session Plan



Preparing a Presentation Session Plan.



SESSION OVERVIEW

<p>Expected Progress:</p> <p>Young people can prepare a presentation</p>	<p>Description:</p> <p>Young people choose a presentation topic, do research around that topic, write or prepare their presentation and practice delivering it.</p>		
<p>Resources required:</p> <ul style="list-style-type: none"> Planning a Presentation Worksheet 3 Key Elements of a Successful Presentation PowerPoint Structuring Your Presentation PowerPoint Presentation Skills Handout Computers (optional) 	<div style="display: flex; align-items: center;"> <div style="background-color: #e91e63; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> LLN </div> <p>LLN Opportunities:</p> <ul style="list-style-type: none"> Understand how to create a plot through interesting twists and choices in the story plot Identify and use language for different purposes and audiences: information, argument, persuasion, instructions </div>	<div style="display: flex; align-items: center;"> <div style="background-color: #333; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> STEM </div> <p>STEM Opportunities:</p> <ul style="list-style-type: none"> Creating interactive power point (Digital / Employability skills) Analytical, systematic thinking through story writing Curiosity and experimentation with variable story endings </div>	<p>Qualifications Opportunities:</p> <p>Presentation Skills</p> <p>SCQF Presentation Skills</p>

Introduction and Ice Breaker.

DESCRIPTION OF ACTIVITY	RESOURCE	SUGGESTED LEARNING OUTCOMES AND ASSESSEMENT CRITERIA
<p>Depending on if the same students as in successful presentations:</p> <p>Ask the young people to shout out what they remembered from the successful presentations session. You may want to use the following questions to probe. What are the different types of presentations? makes a good presentation and what doesn't. what can you do to keep it simple? What can you do to keep it real? What can you do to keep it energetic?</p> <p>Choose Your Adventure Game:</p> <p> Have young people work as a group to come up with a "choose your adventure story". For example:</p> <p> "You are walking home from</p>	<p>Knowledge of the successful presentation content session plan</p>	



work and decide to go down a short cut. The short cut is a dark lane. Do you want to proceed?

Choices:

YES – Proceed to the short cut!

NO – Go long way home.

If you chose yes, you come to the end of the lane and find an old house. It looks like it has not been lived in for years, but you can see lots of old furniture inside.

Do you want to go in and explore?

Choices:

YES - get in there and explore!

NO WAY – get me out of here!

If you chose no, you walk along the usual way home and see someone you knew years ago across the street. You fell out with them ages ago, but you are over it now.



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Do you want to cross the road and say hello?

Choices:

YES – cross the road and say hi to this old friend

NO – best not to stir up old memories

Continue the steps like this, providing two choices at each point, until a story ending occurs for both streams of the story.

- Discuss the importance of the plot and the 'flow' of a story
- Get the young people to come up with their own plot/short story, using a flipchart and post-its or a flow template to help
- Make sure that the story has several steps, with choices at each step, and that it has at least one possible ending (ideally at least two).



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Create a new PowerPoint file and build the slides for each step of the story. Add pictures to the slides. Make sure each choice at the end of a story step is in its own text box. Add hyperlinks to the choice boxes, linking them to the right slides. This turns the boxes into interactive buttons.

Make sure that the story flows and that the choices link up correctly. Present as a slideshow to play the game.

Tip: save the file as a PowerPoint Show (.pps) so that it opens directly as a slideshow.



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Selecting a Topic.

DESCRIPTION OF ACTIVITY	RESOURCE	SUGGESTED LEARNING OUTCOMES AND ASSESSEMENT CRITERIA
<p>Review the different types of presentations the young people were exposed to in the last session. These are the types of presentations they might choose to deliver themselves. Examples are: expressing an opinion, comparing two different ideas or ways of doing things, giving information about a topic, arguing or persuading the audience to try to convince them of something.</p> <p>Tell the young people that their topics could be anything, as long as they are respectful and appropriate. The objective is not to have the most interesting presentation; it is to demonstrate good presentation skills. They could talk about: an issue they care about, a hobby, a story from their life, an opinion etc.</p>	<p>3 Key Elements of a Successful Presentation PowerPoint.</p>	<p>All Levels</p> <p>Assessment Criteria: select a topic to present to an audience</p> <p>Level 2/Scotland Level 5</p> <p>Assessment Criteria: explain the choice of presentation topic</p>

Run through 3 Key Elements of a Successful Presentation PowerPoint.



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Audience.

DESCRIPTION OF ACTIVITY	RESOURCE	SUGGESTED LEARNING OUTCOMES AND ASSESSEMENT CRITERIA
<p>Explain that knowing your audience of your presentation is key to its success. We have already talked about how to keep it simple, real and energetic however when it come to thinking about your audience Kenny Nguyen talks about the three strategies to persuade any audience. And his structure is:</p> <ol style="list-style-type: none">1. Establish the Ethos:<ol style="list-style-type: none">a. You have on average 60secs to establish your audience attentionb. You need to come across knowledgeable and credible2. Logical appeal: Planning a Presentation Worksheet Identify the audience for the presentation	Planning a Presentation Worksheet	Identify the audience for the presentation

- a. Have a clear logic to the presentation
- b. Use factual statements that have a clear reference/ source
- c. Use 'if' and 'then' e.g. if this is true then...

3. Emotional connection:

- a. Keep it real and tell the story
- b. Use visual imagery to provoke an emotional connect or affirm the connection/ emotion you are wanting them to have




Ask the young people to think about the audience for their presentation. Make sure that the whole group understands the definition of 'audience' as a group

of people who participate in, experience or watch a presentation of some kind. Explain that for every type of presentation you need to think about who your audience is, whether it's an advertising campaign (you would think about who is likely to buy your product) or a theatre performance!

To identify their audience, ask the young people to answer these questions:

- Who is going to be there when I deliver my presentation?
- What kind of people would be interested in my presentation?
- Whom do I want to influence with my presentation?

Planning.

DESCRIPTION OF ACTIVITY	RESOURCE	SUGGESTED LEARNING OUTCOMES AND ASSESSEMENT CRITERIA
 <p>Ask the young people about their experience of structuring a piece of writing. They may have had to do this in English before. Can they tell the group about some ways of planning or structuring a piece of writing?</p> <p>Some of the points that the young people might make are that the presentation should have a beginning, middle and end, that you start with an introduction and end with a conclusion and that you identify a certain number of main points. Ask them what kinds of resources they might need for their presentation.</p> <p>Talk to them about how important</p>	<p>Planning a Presentation Worksheet</p>	<p>Entry Level 3/Scotland Level 3</p> <p>Assessment Criteria: list points to be made in the presentation</p> <p>Level 1/Scotland Level 4</p> <p>Assessment Criteria: identify resources needed for the presentation</p> <p>Assessment Criteria: prepare notes to accompany the delivery of the presentation</p> <p>Level 2/Scotland Level 5</p> <p>Assessment Criteria: describe the main points to be made</p> <p>Assessment Criteria: identify resources needed for the presentation</p> <p>Assessment Criteria: prepare a visual resource that will enhance the audience's understanding of the presentation</p>

the structure is for a presentation – it helps to guide the audience to go on the journey with the presenter (come back to logical structure).

Use Structuring Your Presentation PowerPoint as visual and discussion aid

Structuring should be clear, effective and sign posted to your audience. Simple is best! Aim for a clear beginning, middle and end.

- **Introduction** – how do you get people to want to listen to what you have to say, to be excited by the prospect. Is your presentation an inform, are you wanting their buy in and action from them?
- **The Power of 3** – This is a fantastic concept and has been around for many years, It's about keeping things simple yet really impactful in a good way

Structuring
Your
Presentation
PowerPoint



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- **Conclusion** – How do you finish on a high rather than a damp squib? How do you ensure your audience know what is expected of them?

Introduction:

We will look at 3 great ways to begin a presentation. Open with impact by grabbing their attention very quickly.

A statement of 10 words or less – Think News headlines. Ask the young people what do newspapers or News on the TV do? How do they grab your attention? Ideally this message should be landed within the first 30 seconds. Think of the news headlines examples:

- “10 Things You Can Learn From the Apple Store”
- “Alien bible found, They worship

Oprah!”

- “Elvis is alive and running for president.”

Question – Begin with a rhetorical question. What is the benefit of this for both you the presenter and the audience?

Storytelling – What happens with people when you share a personal story? People relate to stories, they engage people’s emotions and imaginations.

Watch Steve Jobs iPhone Launch video (Up to 3min 20) after ask the young people how they felt whilst watching the video? How was it affective?

Middle:

The human brain is good at retaining 3 key points, messages etc. Any more will start to reduce



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retention levels. For example Presentations should have a beginning, middle and end. Ask the young people to think of suggestions where they have seen this.

Examples could be:

- Stop, look, listen – road safety advertising
- Catch it, kill it, bin it – health campaigns
- Three blind mice – children’s stories
- Just do it – Nike
- I’m loving it McDonalds

Conclusion:

Finish on a high note that will leave your audience with the lasting impression you want them to take away about you and your message.

Make it clear, make it memorable.

Don’t fade out to a mumbled “and

that's all from me”

Ask the young people what ways have you seen people effectively end a presentation?

Some answers may include:

- Summarise your main points or theme
- Call for action
- Point to the future
- Dramatise the conclusion e.g. a strong image or quotation. Or you can build this in through changing your voice (volume, pitch, pace) Body language, movements etc.
- Refer to the opening
- Anecdote



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Ask young people to use the Planning a Presentation worksheet to think about how they will structure their own presentations. If you want to introduce a time limit (e.g. 5 minutes) do so now.

Working Session.

DESCRIPTION OF ACTIVITY	RESOURCE	SUGGESTED LEARNING OUTCOMES AND ASSESSEMENT CRITERIA
<p>In this session, young people have some time to work on their presentations. They can decide how to use the time but the things they should do are:</p> <ul style="list-style-type: none">• Prepare any notes they want to use to deliver their presentation• Prepare a handout or other written materials for the audience• Work with a partner to review each other's presentations, give feedback and make necessary changes <p>You may want to distribute the Presentation Skills handout at this point</p>	<p>Computers (if required)</p> <p>Presentation Skills handout</p>	<p>Estimate the timing of your presentation</p> <p>Review your presentation following feedback</p>