PowerPoint Assignment

Audience: the class and me, but NOT the members of your group who know much of this information.

Purpose: to inform us about your I-search Project, from beginning to end.

Length: 10 minutes, 20 slides, 30 seconds each. Slightly over is OK, WAY under is not OK.

*****Pre-writing*****

• Take the best of your I-search Paper and put those parts of the process into bullets.
• Think of the MOST interesting parts of your reflective essay, your observation essay and your sources.
• Think of images to use to convey meaning with or without words, whether or not they are the same images you used in your I-search paper. Stick with the three I-search sections: Story, Results, and Reflections.
• Follow the handouts along with this assignment sheet for success.
• Use Faigley, Chapter 16, pp. 545-7.

*****Drafting*****

• Take your notes and your images and create a plan/outline for the best method of presenting the information to us. Plot a story/board/rough draft for how you will present. (Notecards can work great here!)
• Like an essay, think of a good hook/attention-getter. Don’t start with a thesis. You might want to start with a picture. Avoid more than FOUR pictures per slide. One or two is best.
• Plan notes to accompany the PowerPoint, whether or not you have them below the slides. Have a sense of what you want to say so that you DON’T just read to us what is on the slides.
• Remember the 7-7 rule: no more than seven bullets per slide with no more than seven words per bullet.
• Choose a large enough font size for the class to see. 36-48 point font size works well. Try SmartArt.
• Think about audio to accompany the visual. It is NOT required but could enhance the presentation.
• Watch how many sound effects you use, if you use them at all. These can distract from the presentation.

*****Revising, Editing and Proofreading*****

• Revise your presentation with the class audience in mind. Think of what we need to know, what you need to explain to us. Don’t under or over explain.
• PRACTICE your timing. I will have to keep the presentations to just around ten minutes and will give you a signal when you have reached that time so that you can wrap up without going over too long.
• Go to the Writing Center for help with your text and even the images.
• Remember to print out your PowerPoint for me so that I have a hard copy I can grade. Though this is a visual presentation, I will treat it more as a writing assignment.
• BRING YOUR POWERPOINT ON A FLASH DRIVE OR E-MAIL IT TO ME AHEAD OF YOUR PRESENTATION DAY.
• See the course calendar for the days when you can present.

*****Additional Requirements*****

• Be a good audience for your fellow classmates. This means coming to every class presentation day. This also means NOT going over your own presentation while another student is presenting, clapping when he or she is finished presenting, and evaluating the person after presenting. (See next bullet for more.)
• You are going to help me evaluate the others’ presentations. This will be part of your own grade, like peer-critiquing. A form for evaluation will be provided each day. I expect you to fill one out for each presenter.