Power Point Presentations

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Helmut Knaust

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Presentations - Topics and Dates

GROUP	TOPIC	DATE
1	Gottfried Wilhelm Leibniz – Life and Accomplishments	October 17
2	George Boole – Life and Accomplishments	October 17
3	Gottlob Frege – Life and Accomplishments	October 17
4	Georg Cantor – Life and Accomplishments	October 19
5	Bertrand Russell – Life and Accomplishments	October 19

Your Grade I

- Your presentation will be graded based on its content, the quality of the group's oral presentation and the presentation's design.

- Each group member must participate equally in the preparation of the project (the "research"), the creation of the presentation (the "computer skill") and its oral presentation in class.

Your Grade II

- Content (25%)
  - Correctness
  - Relevancy
  - Quality
- Design (20%)
  - Technical competency
  - Aesthetics
  - Design coherency

Your Grade III

- Oral Presentation (30%)
    - Fluent presentation
    - Competent presenters
    - No notes
    - Staying within the time limit
- Equal Participation and Group Coherency (15%)
    - All members participate equally in the presentation.
    - All members show up prepared and show up on time.
    - Everyone in the group knows his/her part.
- Citations (10%)
    - Complete citations on last slide

Computer Access, Storage, Publication etc.

You can log in to the class computer using your usual UTEP login information.

Your PowerPoint presentation should be stored on a USB stick (or a CD).

Email a copy of your presentation (.ppt, .pptx. .pps, or .pdf) to me immediately after your presentation. I will "publish" your file on our class webpage.

Time Management

1. Gather material (research, pictures, etc.)
2. "Digest" the material (read, understand, sort out)
3. Plan the content of the presentation
   - On average each slide takes slightly less than 2 minutes, so your presentation should have about 10-15 slides.
4. Produce the PowerPoint presentation
   - Use a "slide master" or "theme" to achieve a coherent design
5. Plan and prepare the oral presentation
6. Check and double-check….

Working in Groups I

- This assignment differs from other assignments this semester in two important ways:
  - You will prepare outside of class
    - Time management becomes harder.
    - Scheduling problems must be addressed and solved by the group!
  - You will work in a group
    - (Larger) groups are better for creative projects since they provide more varied input than a small group

Working in Groups II

- It is beneficial to appoint specific group members to specific tasks within the group, e.g.
    - Time Manager
        - Is the group on schedule?
    - Scheduler
        - Has telephone numbers/email addresses of all group members
        - Arranges meetings; makes sure every group member knows when/where to meet
    - Group Observer
        - How well is the group working as a group?
        - Does everyone in the group participate equally?

Working in Groups III

- More Tasks….
  - Encourager of Participation
    - Is everyone in the group having the opportunity to voice his/her opinions?
  - Checker of Understanding
    - Does every group member understand the material discussed?
    - Does everyone know what's going on?
  - Manager of Materials
    - Responsible for safe keeping of the material used
    - Responsible for bringing PowerPoint presentation (USB stick) to class; makes backups for emergencies

Design Considerations I

- A good PowerPoint presentation
  - Contains a table of contents
  - Contains references at the end of the presentation
  - Uses a coherent design, but varies the layout of the pages
  - Balances textual and graphical elements
  - Avoids audio and other overly distracting elements unless necessitated by the topic

Design Considerations II

- An oral PowerPoint presentation does not use the automatic timing feature – this feature is intended for automatic slide shows (no presenters) only.
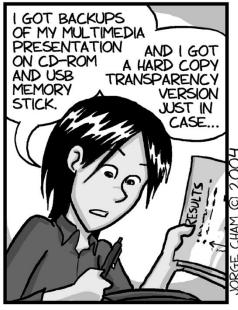
Oral Presentation

- A good oral presentation features
  - Speakers who are well prepared and competent
  - Speakers who do not use notes
    - The PowerPoint presentation itself serves as a mnemonic aid for the presenter
    - The presenters may use a printed version of the presentation slides
  - Speakers who encourage audience participation
    - This might conflict with time limitations of the presentation
  - Speakers who also interact non-verbally with the audience
    - Eye contact, body language…

- Good Luck, y'all!

- Don't forget to have some fun...