

Inspiration®

Creating Oral Presentations I

Subject Areas: All subjects

Grade Level: 6 – 12 (ages 11-18)

Time: At least one 45-minute class period; time outside of class as necessary

Lesson Objective:

Students will use visual communication techniques and digital media to help them develop an engaging presentation which clearly communicates their knowledge and ideas.

Common Core State Standards¹:

College and Career Readiness Anchor Standards for Speaking and Listening:

- Standard 4.** Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
- Standard 5.** Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.
- Standard 6.** Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

Overview:

By using Inspiration®'s **Presentation Manager** and visual communication techniques, students will develop and deliver engaging oral presentations with supporting slides and graphics. They will have the option of using an existing Inspiration diagram, mind map or outline as a starting point. This helps to make the process of creating a multi-slide presentation quick and easy, maximizing student success and saving valuable class time. Aside from developing students' oral communication and presentation skills, research has shown that if students present to others, they learn and remember considerably more.

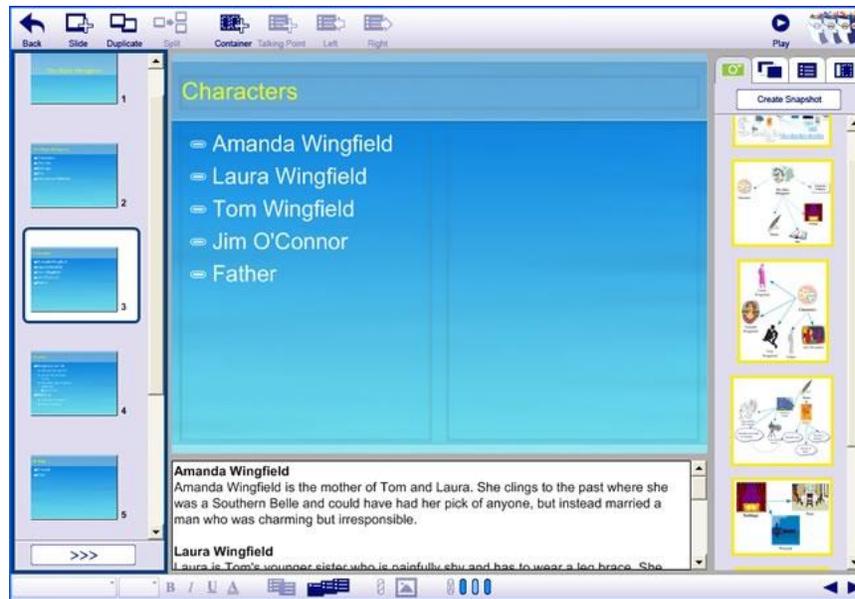
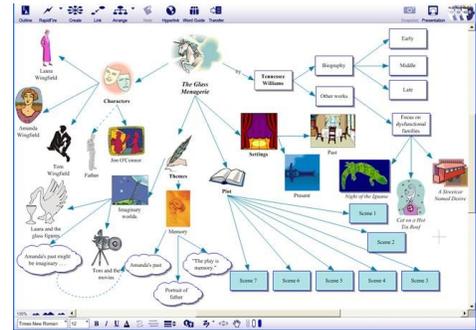
The great advantage of creating presentations in Inspiration is that students can capitalize upon all the work that they have done in **Diagram View**, **Map View**, and **Outline View**. Slides and snapshots of the project are automatically generated based on the existing diagram. Key visual talking points can be added that help increase comprehension, so presenters can maximize how much their audience will learn and remember from their presentation. Completed presentations can be played directly from Inspiration or from any Macintosh or Windows computer using the FREE Inspiration Presenter™.

Preparation:

- This lesson requires the Inspiration software application published by Inspiration Software, Inc. 30-day trials can be downloaded at <<http://www.inspiration.com/Inspiration>>.
- Access to library resources and/or the Internet would also be helpful for student research.

Lesson:

1. Start Inspiration and open any completed or partially-completed mind map, outline or diagram. The *Glass Menagerie* example (**Inspiration Starter>Learn to Use>Examples>Language Arts>Glass Menagerie**) is one possibility.
2. Explain to students that they can use any project they created in Inspiration to jump-start the creation of an oral presentation. Point out how they can launch the **Presentation Manager** by clicking the **Presentation** button in the upper-right hand corner of the **Main** toolbar. Explain how Inspiration brings up the **Presentation Settings** screen to let students choose a theme and other details. Choose a theme, such as “Summer Sky.” Click through a couple of slides in the **Slide Sorter** in the left panel, and explain that this is how slides are accessed. Point out how **Presentation Manager** produces a title slide for the presentation, turns the topics from **Diagram, Map** or **Outline View** into titles for the new slides, and turns their respective subtopics into bulleted talking points and the notes into **Speaker Notes** below the corresponding slide.

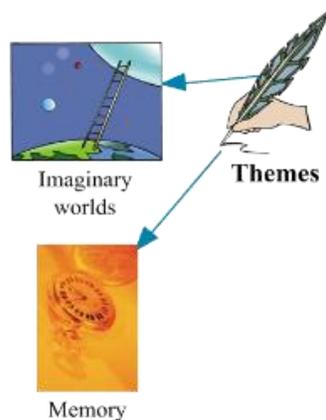


3. Go back to the first slide and explain that any of the automatically generated slides can be customized or deleted. For example, students can enter additional details. Click in the empty “container” below the title and type “by Amy Jones” (or any name). Explain that in general, students should limit the amount of text of their slides, so their audience can focus on what they are saying rather than having to read lots of text on screen.
4. Tell students that they might want to add more slides, and that one of the ways to do that is simply to click the **Slide** button. Scroll to the bottom of the list of slides in the **Slide Sorter**, click on the last slide, and click the **Slide** button on the **Main** toolbar.



5. Explain to students that they might want to duplicate a slide to cover a topic more in-depth. To do that, they would select the slide in the **Slide Sorter** and click the **Duplicate Slide** button. (Click on a slide, such as the “Themes” slide near the bottom, and click the **Duplicate Slide** button.)

6. Tell students a third way to add slides is to split them so that single slides are dedicated to single topics. Demonstrate how this can be done very quickly by selecting the talking point that they want to appear first on the new slide and clicking the **Split Slide** button on the **Main** toolbar. They could repeat this process again to generate a slide for each theme. (Click the talking point "Memory" on the "Themes" slide and then the **Split Slide** button.)
7. Explain that the snapshots from the project are displayed in the **Gallery** panel on the right side of the **Presentation Manager**. Mouse over a couple of auto-created snapshots in the Gallery so larger previews show. Drag the "Themes" snapshot over the empty container on the "Themes" slide to insert the graphic.
8. Tell students that if an image doesn't perfectly convey the message of the slide, or if they want to include just part of an image, they can create their own visual. All they have to do is click the **Create Snapshot** button at the top of the **Gallery** (click it) so they can go back to **Diagram View** and create their own custom image. Show how they can modify part of the diagram, such as the main "themes," by moving symbols or using the **Subtopic Quick Controls** to hide subtopics so the symbols will better fit on a slide. Explain that when they are happy with the arrangement they can select multiple symbols by holding down the **Shift** key. Then they can click the **Snapshot** button in the **Main** toolbar. (Click it).



9. Point out how the new snapshot is displayed at the top of the **Gallery**. Click it and drag it onto the slide. Explain that students can add images from any source simply by copying and pasting them in or inserting them from the **Edit** menu. Demonstrate **Edit>Insert Graphic...**, but do not insert.
10. Remind students to save their work periodically by choosing **File>Save** or the keyboard shortcut. Tell them that they can test and practice their oral presentations by clicking the **Play** button on the **Main** toolbar.
11. Give students class time to work and encourage them to ask questions. Assign a date the presentations are due, and tell them that in the next class they will learn more about how to create more effective presentations with the **Presentation Manager**.

Adaptations / Extensions:

- Extend the lesson by continuing directly into the features discussed in the *Creating Oral Presentations II* lesson plan.
- At the start of the lesson, show students one or more of the **Presentation Manager** training videos, and demonstrate how one way they can access the videos is from the **Help** menu>**Training Videos>Presentation Manager**.

- Complete diagrams can also be used as visual aids during presentations in **Diagram View**. Subtopics can be hidden or viewed using the **Subtopic Quick Controls**  to allow focused attention on the topic being discussed.

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