

Inspiration®

Creating Oral Presentations II

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:

This lesson adds to the skills students learned in *Creating Oral Presentations I*. 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 may 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™.

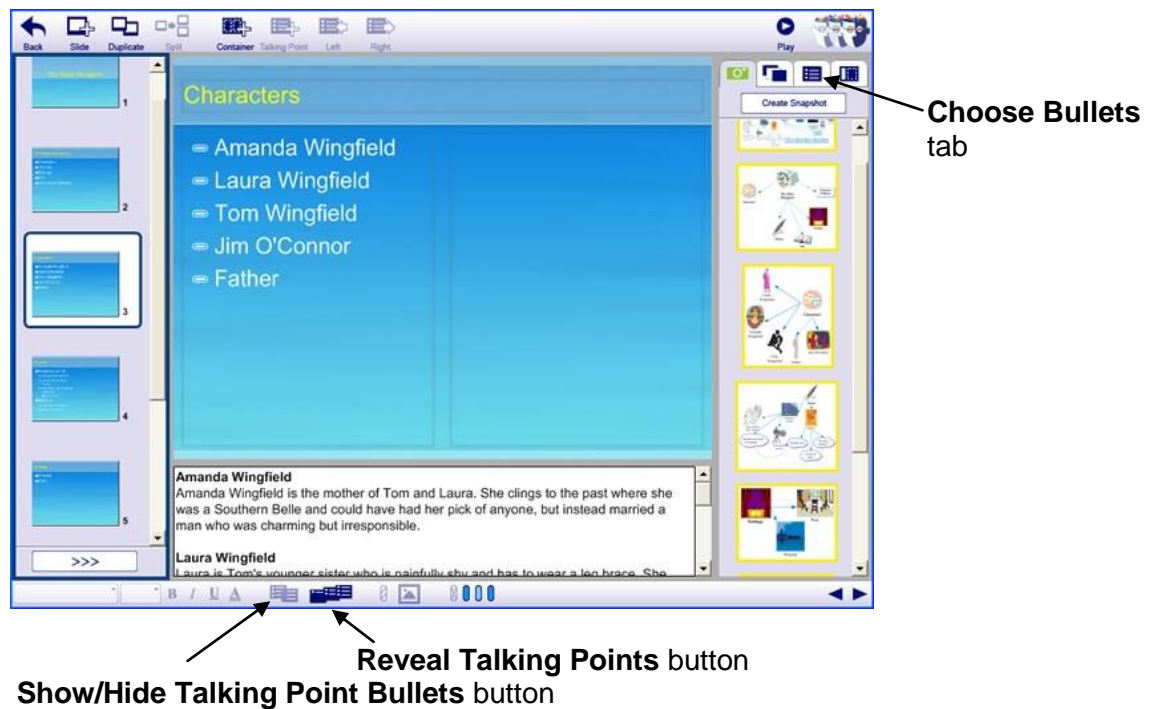
Preparation:

- 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. Open the presentation you started last time, such as *Glass Menagerie*. An alternative is to open the *Glass Menagerie* example included with Inspiration (**Inspiration Starter>Learn to Use>Examples>Presentations>Glass Menagerie**).

- Remind students that they can launch the **Presentation Manager** by clicking the **Presentation** button on the **Main** toolbar. If a presentation already exists, they will be asked if they would like to delete slides or keep slides. They should click the **Keep Slides** button if they would like to keep their existing presentation.
- Click on a slide with talking points, such as the one shown below, and tell students that they can control how talking points are revealed during their presentation to increase engagement and focus from the audience members. Recommend to students that they use as few words as possible on their slides and reveal only one talking point at a time. This is generally a more effective presentation strategy than expecting audience members to read large chunks of text on the screen. Demonstrate one way to do this by clicking on the grey box (a “container”) which contains talking points and then the **Reveal Talking Points** button on the **Formatting** toolbar. Explain that another way to do this is to choose **Slide>Reveal Talking Points**. Notice in the **Slide Sorter** that the slide now shows three dots to indicate the setting.



- Demonstrate for students that to control bullets, they can use the **Show/Hide Talking Point Bullets** button and the **Choose Bullets** tab in the **Gallery**.
- Tell students that as they work they may wish to reorganize their slides. To do this from the **Slide Sorter**, they simply drag slides up and down to move them. Explain that the **Slide Sorter** can be hidden to save space with the **Collapse Slide Sorter** button and revealed again with the **Expand Slide Sorter** button. The **Gallery** can be hidden and revealed in the same way.

Collapse Slide Sorter button:



Expand Slide Sorter button:



- Explain to students that when they are ready to test their presentations or present to the class, they click the **Play** button on the **Main** toolbar. (Click it.) Demonstrate how presentation points will be revealed one at a time on any slide where they chose **Reveal Talking Points** when

they click the mouse or hit the **Spacebar** or **Right Arrow** key on the keyboard. Explain that to exit out of a presentation, they hit the **Escape** (esc) key in the upper-left of the keyboard. Tell students that they can run their presentations from the **Inspiration Presentation Manager**, or if Inspiration is not loaded on the computer used for the presentation, Inspiration provides a free **Presenter** applet which can be downloaded for free from the Inspiration.com web site.

7. Tell students that they can add **Slide Transitions** from the **Slide** menu and customize **Themes** using the **Choose Theme** tab in the **Gallery**. Point out these features, and tell them they can explore the features on their own if they are interested.

Choose Theme tab in Gallery:



8. Demonstrate how students can access the **Presentation Manager** training videos if they would like to learn more. Explain that one way they can access them is from the **Help** menu>**Training Videos**>**Presentation Manager**.
9. Give students class time to work and remind them of the date they will need to be ready to present to the class. Circulate as students develop their presentations and answer any questions as they arise.

Adaptations / Extensions:

- At the start or end of the lesson, show students the *Effective Presentations* example presentation and/or demonstrate how the students can access it themselves (**Inspiration Starter**>**Learn to Use**>**Examples**>**Presentations**> **Effective Presentations**). It contains many useful strategies for creating more engaging and effective presentations.
- At the start or end of the lesson, show students one or more of the **Presentation Manager** training videos (**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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