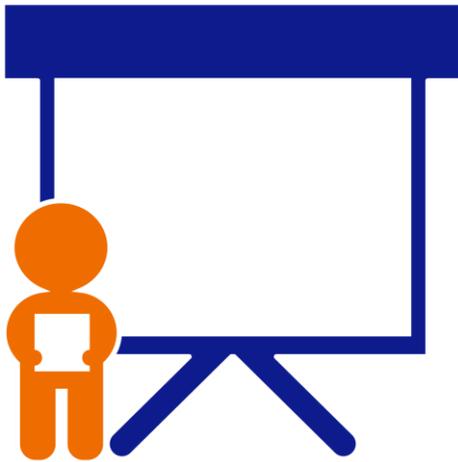


TECHNOPresenter

Teacher Guide

Lessons for Elementary Students: Grades 3 - 8



Technology Project using

PowerPoint

Present information.

TechnoPresenter integrates public speaking with research and technology skills. An inquiry-based approach is used to formulate a question and investigate the answer. Facts are presented using a slide show and shared with others in an informative speech.

In this project, students give an oral presentation using a slide show as a visual aid. To start, they view a sample and examine the content. Next, they generate a question and research a topic. Using PowerPoint, students organize facts on slides. To prepare for public speaking, students write a set of notes. Upon completion, they communicate their findings to an audience. Extension activities explain how to annotate slides, insert a video, create a graphic organizer, or animate text.

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TechnoPresenter Overview

<p><i>Purpose:</i> Give an informative speech using a slide show as a visual aid. Use an inquiry-based approach to research a topic and organize facts in a presentation.</p>	<p><i>Preparation:</i> (see <i>Preparing to Teach</i>)</p> <ul style="list-style-type: none"> • Install Microsoft 365 • Install Adobe Acrobat Reader • Share <i>Presenter folder</i> with students • Prepare teacher resources • Download Flashcards and Tool Summary from TechnoHub (optional)
<p><i>Objectives:</i> (see <i>Appendix A: Skill Summary</i>)</p> <ul style="list-style-type: none"> • develop public speaking skills • understand copyright and plagiarism • research using informational texts • organize ideas and information • produce an informative presentation • revise ideas to improve clarity • arrange facts using various slide layouts • enhance slides using images and shapes • sort facts into categories using a table • add speaker notes to slides • present information to an audience • use slides as a visual aid during presentation 	<p><i>Materials:</i> (see <i>Appendix B:</i> for a complete list)</p> <ul style="list-style-type: none"> • Presentation Checklist, Peer Editing Checklist, Presenter Skill Summary, Presentation Rubric • Presenter folder <ul style="list-style-type: none"> ◦ Workbook Assignment Sheets ◦ Samples: Mummy, Diamonds, Vegetables • Parent Letter and Certificate (optional) • Download Flashcards and Tool Summary from TechnoHub (optional)
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> • Consider the role of oral presentations. Rate public speaking readiness. • View sample presentation as a source of inspiration. Answer questions about content. • Select a topic. Gather facts using a research organizer. • Begin a presentation. Apply a theme. Make a title slide, format text, and insert an image. • Create an information slide. Organize facts in a bulleted list. Include details in notes. • Sort facts into categories using a table. Format the cells. Highlight key details in notes. • Decorate slides using shapes and WordArt to emphasize a point. • Complete a Presentation Checklist. Make revisions. • Rehearse presentation using speaker notes. • Give an oral presentation to an audience about topic. 	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> • Use Annotation Tools: Use the pen, highlighter, and laser pointer to direct audience's attention. • Insert a Video: Embed a video from YouTube. • Create a Graphic Organizer: Use SmartArt to organize information using a graphic layout. • Animate Information: Control the flow of information during a presentation using animation effects. • Presentation Rehearsal: Practice in front of a small group of peers. Receive feedback on style. • Body Language Skits: Team up to learn about effective non-verbal communication. 	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> • Self-Evaluation (Presentation Checklist) • Peer-Evaluation (Peer Editing Checklist) • Teacher Evaluation (Presenter Skill Summary, Presentation Rubric) 	
<p><i>Notes:</i></p> <ul style="list-style-type: none"> • Creating a slide show that is used as a visual aid during an oral presentation is a fundamental skill. Students will be able to transfer presentation and public speaking skills to new situations throughout their school and professional careers. 	

Technology Integration Ideas

TechnoPresenter is an ideal project for students in Grades 3-8. It blends research and technology skills with public speaking. Your students can give an oral presentation on any area of study including a topic from science, social studies, history, geography, or health curriculum. The activities introduce essential skills, providing a foundation for future learning.

Ideas for Topic Selection:

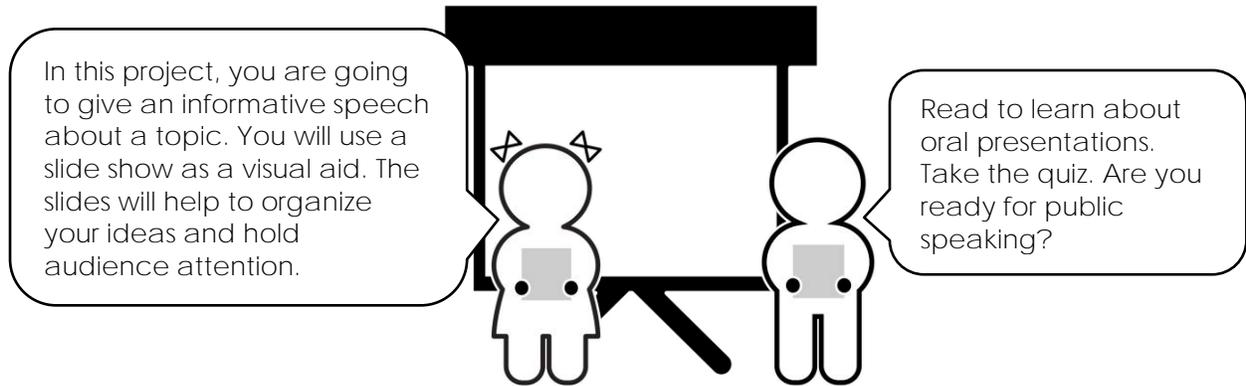
The topic for the oral presentation is open-ended. An inquiry-based model is used throughout the project. Students formulate a research question, investigate the answer, organize facts using a slide show, and communicate findings with others in an informative speech. This is a great way to engage students in learning. Below are some ideas for selecting a topic:

- *Divide Content into Parts:* Select a topic that is being studied within curriculum. Divide the topic into sub-topics. For example, if the unit is Ancient Egypt divide the topic into sub-topics such as pyramids, mummification, hieroglyphs, and gods/goddesses. Have students generate a research question based on their sub-topic. When students present their findings to the group, everyone in the class will learn about an area of study from the "student-teachers".
- *Offer a Tribute:* Show appreciation for the accomplishments of a person or organization. Have students research the significance of their contributions. The presentation given by "student-admirers" can be shown to the honoree or used to inform audience members.
- *Raise Public Awareness:* Choose a topic that will educate others in the class, school, or community about an important issue. The informative speeches made by "student-advocates" should promote change or encourage action.
- *Commemorate a Celebration:* Connect the topic with an internationally, nationally, or locally recognized event. It could be Black History month, National Library Week, Earth Day, or a School Anniversary. Have "student-researchers" explain the importance of these celebrations.
- *Recognize Personal Interest:* Allow students the opportunity to pick a topic based on personal interest. For example, they can select a hobby, sport, television show, pop culture icon, musician, or game they like to play; then pose an interesting question to learn even more about the topic. The presentations will offer a wide variety of information from "student-experts".

Tips for Optional Activities

- *Add interest to the slide show.* Insert a video (Extension Activity 2), create a graphic organizer (Extension Activity 3), and animate the text (Extension Activity 4). During the presentation, use the laser pointer, pen, and highlighter to direct the audience's attention to important points (Extension Activity 1).
- *Practice presentation skills.* Focus on public speaking skills using small group practice sessions with feedback (Extension Activity 5) and skits to learn about body language (Extension Activity 6).

Assignment 1 Oral Presentations and Public Speaking



Why Give an Oral Presentation?

In an oral presentation, the speaker delivers a speech to an audience. Public speaking is an excellent way to share information about a topic or entertain a large group of people. People want to listen to a speaker because they can learn from an expert. Often audience members can ask questions afterwards, which helps them understand more about the topic.

People give oral presentations every day. At school, they may be part of classroom learning, assemblies, council meetings, or open house activities. They could happen at a career day talk, fire safety demonstration, or graduation ceremony. Outside of school, oral presentations can occur at meetings, political rallies, press conferences, trade shows, weddings, or charity events.

1. What oral presentations have you heard either in person or using digital media?

- | | | |
|--|--|---|
| <input type="checkbox"/> award ceremony | <input type="checkbox"/> motivational talk | <input type="checkbox"/> political speech |
| <input type="checkbox"/> sales pitch | <input type="checkbox"/> sermon | <input type="checkbox"/> news report |
| <input type="checkbox"/> information session | <input type="checkbox"/> tribute | other: <input type="text"/> |

2. Many jobs require a person to give an oral presentation. Check off the jobs that you find interesting.

- | | | |
|---|---|---|
| <input type="checkbox"/> salesperson | <input type="checkbox"/> politician | <input type="checkbox"/> fundraiser |
| <input type="checkbox"/> professor or teacher | <input type="checkbox"/> press secretary | <input type="checkbox"/> motivational speaker |
| <input type="checkbox"/> news reporter | <input type="checkbox"/> religious leader | <input type="checkbox"/> actor |
| <input type="checkbox"/> lawyer | <input type="checkbox"/> school principal | other: <input type="text"/> |

3. Have you ever given an oral presentation before?

- no yes If yes, what was it about?

If yes, who was the audience?

Rate Your Public Speaking Readiness

Many situations require giving an oral presentation to an audience. Being a good public speaker is important. You need to be able to speak in front of a crowd, hold audience attention, and make the information easy to understand. Are you ready to speak in public? Take the quiz!

	Always	Sometimes	Never
I like to share what I know with others.			
I would rather give a presentation than write a report.			
I enjoy speaking in front of a group.			
When I speak, others can hear me across the room.			
I speak slowly and clearly even when I feel nervous.			
I change my voice to express different feelings.			
I think before I speak.			
I look people in the eye when I am talking.			
I use hand gestures and body movement to help others understand what I am saying.			
<i>Total each column</i> TOTAL			

Confidence Plus! Let's Get Started Right Now
Checkmarks mostly in the *Always* column

You have the skills to give an informative speech to a large group. You can hold audience attention and make the information easy to understand. Have fun sharing your expertise with others.

Feeling Okay with this Exciting Challenge
Checkmarks mostly in the *Sometimes* column.

You have many of the skills needed to present to a crowd. You are well on your way to becoming a great public speaker. Think about practicing in front of a small group to boost your confidence.

Nervous, but Ready to Learn
Checkmarks mostly in the *Never* column.

You are not alone! For many people, their greatest fear is public speaking. Do not worry! The activities in this project will give you the skills you need to become a great public speaker. Consider teaming up with a partner to share the workload and increase your confidence.

Assignment 2 Study a Presentation



When giving an oral presentation, the speaker will use a visual aid to organize ideas, hold audience attention, and help explain the information clearly. A popular visual aid is a slide show. As the speaker talks, a slide is shown on a large screen.

- ▷ Open the *Presenter folder*.
View the *Diamonds* sample and answer the questions.

1. Slides will often have bulleted notes to highlight key points the speaker wants to make. This gives the audience a place to focus their attention and tells them what is important. The speaker does not *just* read the information on the slide. Instead, he or she will expand on each point by adding more detail, giving an example, or sharing a personal story.

View slide 2 *How do Diamonds Form?*

- a. Why do you think the information is in a bulleted list instead of written in one paragraph?

It makes it easier for the audience to read.

- b. Why should a speaker provide extra information that is not on the slide?

It makes the presentation more interesting.

2. The speaker keeps track of what he wants to say using *speaker notes*. Speaker notes can include reminders about what to say, additional sources of information, or detailed facts.

View below slide 2 in the Notes pane. Additional information is provided.

Why do you think all the information in the Notes pane is not on the slide?

The slide would be too crowded.

The speaker wants people to listen to the additional information he or she will say.

3. Slides can also include objects such as pictures, diagrams, tables, or graphs. These are used to illustrate an idea or organize information in an interesting way.

The speaker may not always talk directly about each object but instead will use them to emphasize a point.

View the *Mummy* or *Vegetables* sample to see more.

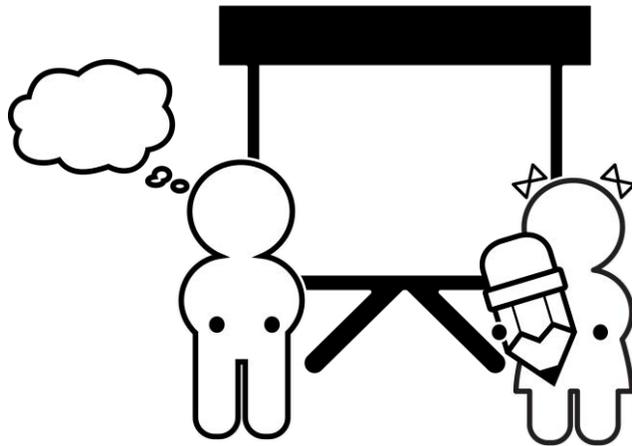


- a. View slide 2. What is the purpose of the diagram?

To illustrate where diamonds are formed.

- b. View slide 3. What fact in the table would you like a speaker to tell you more about?

Assignment 3 Select a Topic and Research a Question



Your teacher may already have a topic for your oral presentation. Find out!

Once you know the area of study, you need to select a question to research. What interests you? What does your audience want to know?

Tips for writing a research question:

- ✓ Explore the topic first. It helps to have a bit of knowledge.
- ✓ Discover something new. You should not know the answer before you start the research.
- ✓ Keep it open-ended. The question should not be answered by yes or no.
- ✓ Be specific! The question should not be too general.

Write a Research Question

Audience:

Topic:

Research Question:

What is...?

How many...?

Why are...? Why do...?

How does ... work?

Who are the main...?

What methods were used...?

Who is responsible for...?

What happened after...?

What are the factors...?

What is a solution to...?

What role does...?

How did ... happen?

What evidence shows...?

Where should...?

What is the best way to...?

When is a good time to...?

Who do I think...?

What difference does...?

Why do we need...?

What impact does...?

How have improvements...?

What can be done to...?

How does changing...?

What is the importance...?

How could ... be improved?

Is...a good idea?

What might happen if...?

Organize Research Findings

You are going to give a presentation about your topic.

- Investigate your research question to find answers.
- Discover interesting facts your audience will want to know.
- Record your sources of information.

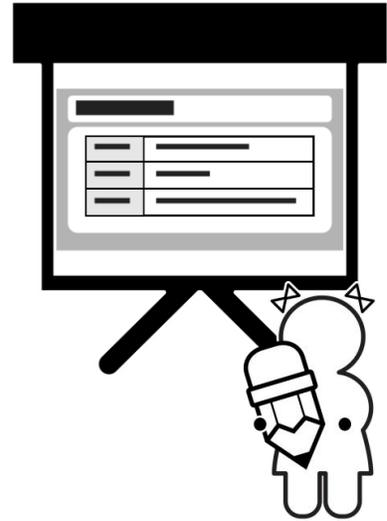
▷ Open *Organizer* in the Presenter folder using Word or print this page or complete the PDF worksheet.

Research Question:	
Answer to Question:	
Interesting Facts 3 facts	
Sources	

Assignment 6 Build a Table of Fun Facts

You want to inform your audience about your topic. Include surprising or unusual details.

- insert a new slide and apply a layout
- insert a table
- format the table style
- organize information using a table
- pick a point and provide more details in the Notes pane
- adjust the table cells and align content



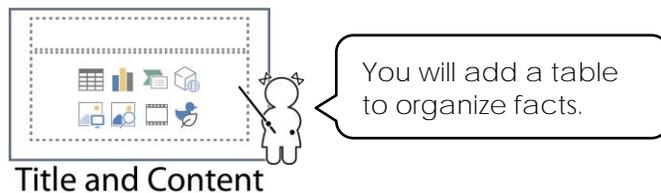
Open Presentation in PowerPoint

Add a New Slide and Select a Layout

- ▷ Select the thumbnail of the information slide in the slide pane.

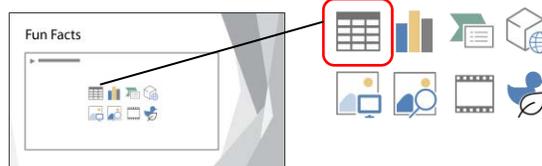


- ▷ On the Home tab, click the *New Slide* arrow. 
- ▷ Pick *Title and Content*.

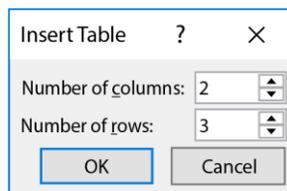


Insert a Table

- ▷ Type a title such as *Fun Facts*, *Did You Know?* or *Topic Name Facts*.
- ▷ Click *Insert Table* from the content placeholder. 

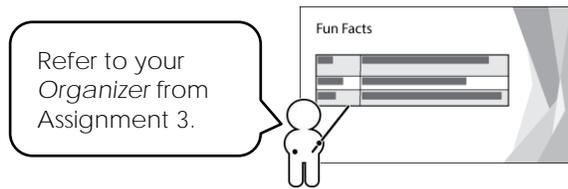


- ▷ Make a table 2 x 3. Click OK.



Organize Interesting Facts Using a Table

- ▷ In the first column type a **heading** to describe the fact. In the second column type the **fact**. Keep it brief!



TIPS:

- ✓ The heading tells what the fact is about.
- ✓ The heading classifies the type of fact. For example: an amount (time, distance, number), type (material, breed, kind), or place.
- ✓ The heading might be an important word within the fact.

Pick One Point and Provide More Details in the Notes Pane

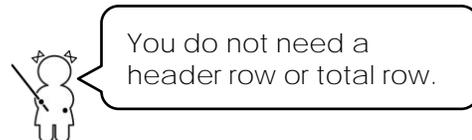
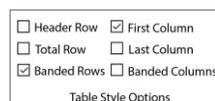
The audience will not want you to read all the facts in the table. They can do that themselves! Instead during your presentation, you will want to draw their attention to the most interesting point in the table and then tell them more about it.

- What fact surprised you the most? Why?
- What extra detail did not fit in the table cell, but people would want to know?
- What did you not include in the table but is a VERY interesting fact?
- Where did you find the information?

- ▷ Click *Notes* on the status bar. 
- ▷ Click in the Notes pane and type a personal reaction, extra detail, or additional fact.

Apply a Table Style

- ▷ Place the cursor inside the table.
- ▷ Click the *Table Design* tab.
- ▷ Explore the Table Style Options:

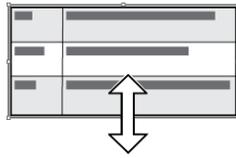


- ▷ In the Table Styles group, click the *More Styles* arrow. Pick a table style.

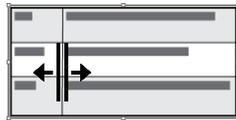


Adjust Table Size

- ▶ Drag the center table handle down to make it larger.

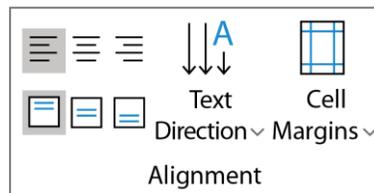


- ▶ Rest the mouse pointer over the column border line. Drag to the LEFT to resize the column.



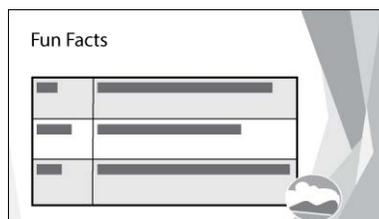
Align Text in Cells

- ▶ Select the cells in the table.
- ▶ Click the *Table Layout* tab.
- ▶ From the *Alignment* group pick an option.



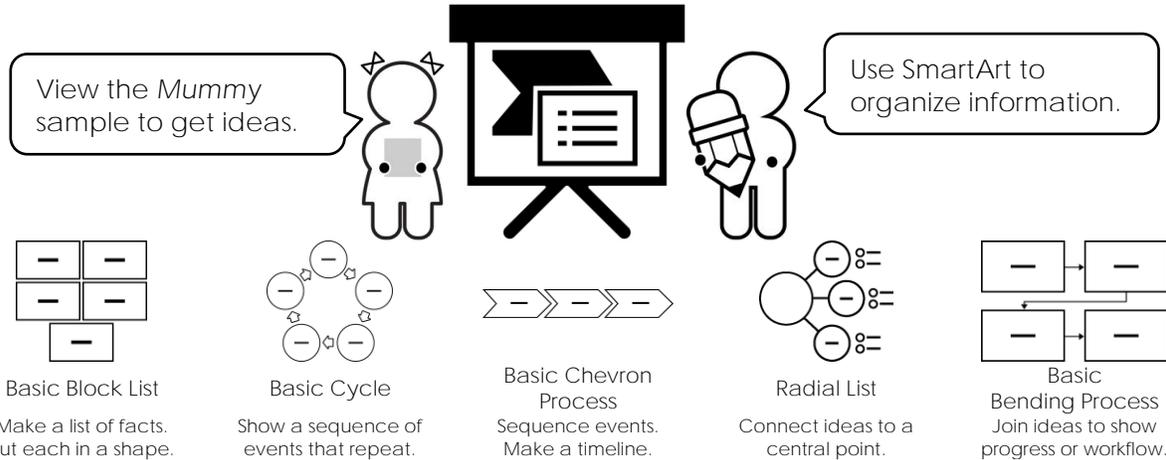
Complete the Table Slide

- ▶ Use your skills to decorate the slide.
 - Insert a picture  and apply a style .
 - Format the title text box style , fill , outline , or effects. 

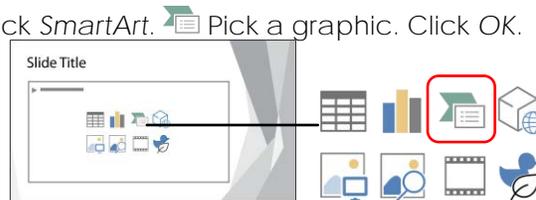


Save and Exit PowerPoint

Extension Activity 3: Create a Graphic Organizer

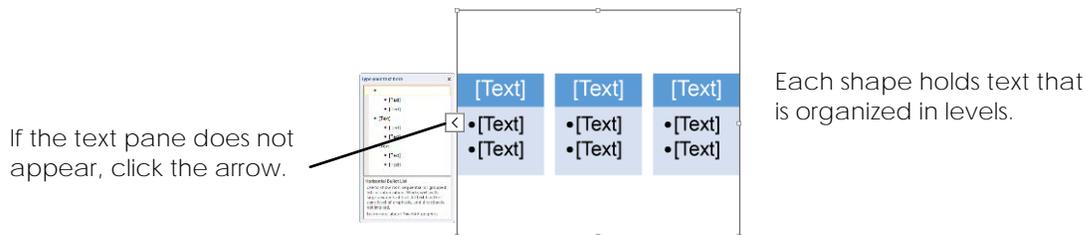


1. Open your presentation in PowerPoint.
2. Use your skills to insert a new slide.
3. Select the layout *Title and Content*.
4. Type a **Slide Title**.
5. In the content placeholder, click *SmartArt*. Pick a graphic. Click OK.

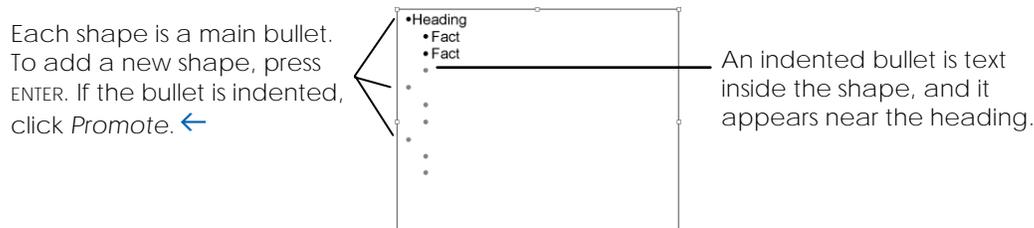


The SmartArt appears on the slide.

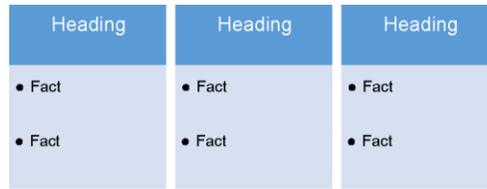
You can add information using the text pane or by typing into the shape.



6. a. In the text pane, beside the first bullet, type a **heading**. Press ENTER.
- b. To indent the bullet, press TAB or *Demote* on the SmartArt Design tab. Type a **fact** readers would find interesting. Press ENTER.
- c. Use your skills to add information.
Select text or press BACKSPACE to remove any unwanted bullets.



7. Click *Close* on the Text pane. 



8. Select the SmartArt.

From the SmartArt Design tab click *Change Colors* . Pick an option.

9. Click the *More* arrow in the SmartArt Styles group. Pick an option.



10. Use your skills to resize  or move  the organizer on the slide.

11. Save the changes to your presentation. Exit PowerPoint.

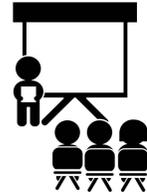
TIPS:

- ✓ Apply a new layout. Click the SmartArt Design tab. Pick an option from the *Layouts* group.
- ✓ To display the Text Pane, click  on the SmartArt Design tab or click the arrow  on the left side of the Smart Art pane.
- ✓ Some layouts have picture options.  Search *Online Pictures*  for a picture that fits your topic.
- ✓ Add additional information, facts, data, or sources in the notes section of the slide.

Presentation Rubric

Student Name(s)

Topic:



	1 Beginner Keep Trying!	2 Developing Good work!	3 Expert Outstanding job!
Presentation Style			
Spoke clearly with a varied tone.			
Made eye contact consistently. Did not read from notes.			
Held audience attention.			
Knowledge			
Demonstrated an in-depth understanding of topic.			
Provided extra details or samples to support points.			
Content			
Explained answer to research question effectively using a bulleted list.			
Organized interesting facts in a table using appropriate headings.			
Respected copyright. Rephrased information on slides into own words.			
Design			
Enhanced message using theme, images, and shapes with text.			
Information on slides was easy to read.			