













Quick View

There are 3 parts to this lesson:

1	Introduction: Completing and organising the presentation	  
2	Creating speaker notes	  
3	Giving the presentation	     
	Homework: Revision guide	

Delivery

1. Introduction: Completing and organising the presentation

During this lesson pupils should acknowledge the sources of the information used within the presentation and the contribution of each pupil.

Pupils that have worked through all the homeworks will have the materials to compile a presentation.

Decide if you wish them to report individually or as part of the business group.

Assuming that they will work as a group, pupils must:

- Decide which pieces of work to include within the presentation, there is a **checklist** to support this
- Decide which members of the group will be doing which parts of the presentation. There is also a **handout7a** to give guidance on designing and delivering a presentation.
- Assemble the presentation

Group activity Show **checklist** on the large screen

Individual Pupils view their own version in **activity 9 / start**

Show pupils the language cards **language9** for this lesson.

2. Creating speaker notes

Introduce the concept of speaker notes as part of preparation for the presentation. There are **speaker notes** skills to support this.

Develop this by discussing with pupils:

- Body language
- Appropriate language to use
- Getting over key points
- Use of the voice

Pupils / group can then produce their speaker notes.

3. Giving the presentation

Organise the class to be able to show and watch the presentations. Tell the class that they should be evaluating the presentations along similar lines to the way they have done it in previous units of work.

If pupils wish they can devise criteria and a marking sheet.

Feed back in a plenary session any common points raised during the evaluations.

Homework:

Give out the sheet **homework9**. This asks pupils to create a revision sheet for this unit of work.

You may feel it appropriate to provide the homework sheet in electronic format for those pupils with computer access at home. Consideration should then be given to:

- How they would return the work and the style - electronic or printed
- Virus protection
- Authenticity of the work

Objectives

Finding Information, Developing Ideas, Communicating & Evaluating

Pupils should be able to:

- Use information from primary or secondary sources and know when to choose the different types.
- Justify the use of particular information sources to support an investigation or presentation, and devise and apply criteria to evaluate how well various information types support a task.
- Select information from a range of sources and assess the potential value of the information for a task.
- Plan communication projects and select the appropriate communication (type, length, media) for the intended audience (considering audience needs and expectations), purpose and environment.
- Reflect on the work of others to help plan and amend their communications and understand how effective presentations or publications address specific audience needs and expectations.
- Draft, refine and structure their work using a combination of ICT tools to convey meaning more effectively.
- Modify and develop text, images, tables and sounds from several sources within the structure of a piece of work.
- Extract, combine and modify relevant information for a specific purpose, and structure and sequence this to meet audience needs.
- Use a range of ICT tools efficiently to refine the presentation of information for a specific purpose.
- Gather and use feedback to inform future work.

Pupils should be taught to:

- Understand the needs of their audience.
- Create speaker notes for their presentation.
- Work as part of larger group.
- Give a presentation with confidence.
- Reflect and give feedback.

Preparation

Have you:

- Identified the key elements of this lesson
- Understood the school ICT policy in the areas that may affect this lesson
- Thought about the seating arrangements for any large group demonstration
- Checked that the whiteboard or large screen has been set up
- Ensured that all pupils can access the relevant software
- Prepared any extra work to be used for differentiation
- Prepared any work that teaching assistants may require
- Looked at any presentations and worksheets and are familiar with their content
- Practised the skills required that need demonstrating
- Prepared any key word displays

Required IT skills for this lesson:

Using a large screen / whiteboard

Arranging the room for PowerPoint presentations and feedback

Differentiation & Extension

Consider the following for some pupils:

- Some slides that could be incorporated into a group presentation
- Help with presentation tips and reacting with an audience
- Including an audio commentary

The following resources are available to pupils. Printable versions can be accessed in the 'all resources' within each lesson and are useful for reinforcement, extension or general support.

- 2 Wordsets with audio support
- 2 Wordsearch activities
- 2 Interactive crosswords

Homework & Language

Homework:

Hand out **homework9**. This asks pupils to write a revision sheet for this unit of work.

You may feel it appropriate to provide the homework sheet in electronic format for those pupils with computer access at home. Consideration should then be given to:

- How they would return the work and the style - electronic or printed
- Virus protection
- Authenticity of the work

Language for learning:

presentation

audience

evaluate

Resources

For this lesson:

You will need

- Large screen display or whiteboard
- Access for pupils to **Unit 8.5 > Activity 9**

Teacher Resources:

These are accessed by opening the **Teacher Resources File** on the CD (or network).

Resource Description	Filename	Format
Language Cards	language9	Word PDF
Checklist for report presentation	checklist	Word PDF
Handout on presentations	handout9a	Word PDF
Activity sheet	task9	Word PDF
Summary sheet	summary9	Word PDF
Homework sheet	homework9	Word PDF

Pupil Resources:

These are accessed by opening the **Pupil Resources File** on the CD (or network).

Resource Description	Filename	Format
Checklist for report presentation	checklist	Word PDF
Handout on presentations	handout9a	Word PDF
Activity sheet	task9	Word PDF
Summary sheet	summary9	Word PDF
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