Lesson plan for presenting - duration 30 minutes+

<u>Learning objectives</u>
• To make students aware best practices in presenting
• To show students how to go about putting together an effective presentation

<u>Resources</u>
• WizeUp powerpoint presentation
• online games
• Videos
• Kahoot! quiz

<u>Content & teach activity</u>
Slides

Starter
Everyone is likely to have to do a presentation at some point.
Like anything the earlier you try the better you will become
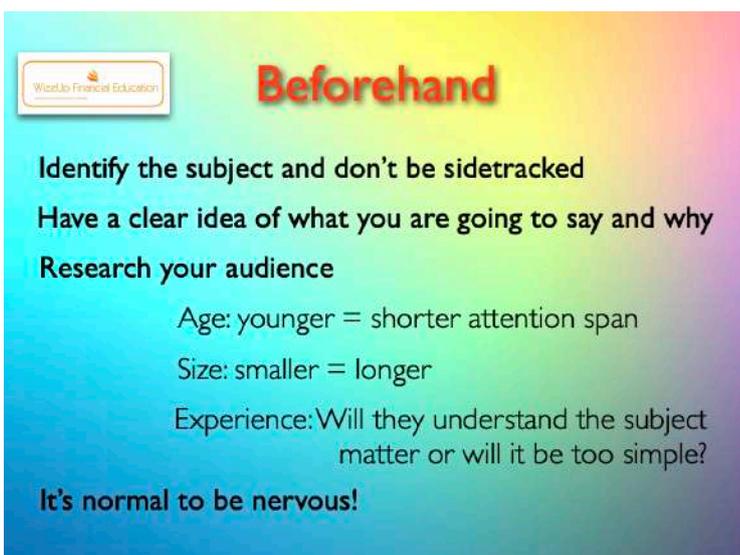
Start by having a very clear idea of your subject.
Research your audience - you need to tailor your presentation to fit the audience.
Don't worry if you are a bit anxious - everyone gets nervous before a presentation.

Preparation

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Good preparation = Planning + Practice

Good preparation = 75% less nerves + 95% less mistakes

What are your aims?
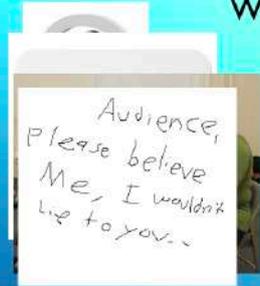
Inform
Inspire
Entertain
Demonstrate
Persuade

Audience, Please believe Me, I wouldn't lie to you...

The more preparation that you put in the less nerves and mistakes
Think about what you want your presentation is to achieve

Research

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Sources?

EXPERIENCE

Begin your research
Primary sources best
Don't forget your own experiences

Brainstorm

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Use a large piece of paper - A3 is good

Write anything down!

Link like topics with lines

Arrange into subject matter and then into a logical format
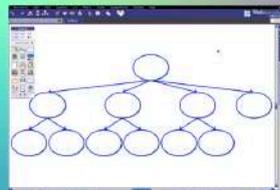
Once you have finished your research you can brainstorm
Put everything you can think of onto a large sheet of paper
Don't have to be in order
When everything is on paper link with lines or colours
Then arrange into a logical format.

2D Script

Don't include slides, props or presentation techniques

Just write the words!

Make sure there is a beginning, a middle with headed sections and an end

Allow for questions at the end

Practice in rough first

The next stage is to turn it into a 2D script
Don't think about slides etc at this stage
Make sure it flows properly

Turn it into a 3D Script

Blend in your presentation method

You can use

Slides

Case studies   Stories

Examples   Quotes   Statistics

Props   Questions

Acronyms

Break it down into small sections with something fun in between

Once this is done bring in things that will ENHANCE your words - NOT replace them.
Keep thinking about your audience and what they will react best to

Now practice!

In the 3D form

You don't need an audience at first

Get an idea of timing

Use body language

When you are happy get a friend to watch

Accept criticism and refine the presentation

Once it's in a format you're are happy with start to practice.
Record it on your phone
When you are happy get a friend to watch
Accept their criticism
Amend where necessary
Get an idea of timing
The actual presentation will run 20% longer
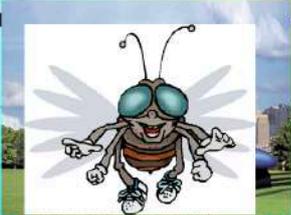
Careful when using slides
Don't overdo them
Aim for not more than one for every 2 minutes of presentation
Don't put lots of text on a slide
Just bullet points and pictures

Provided you are prepared nothing will go wrong
Have a conversation with the audience
Introduce yourself and the subject
Tell them when they can ask questions
DON'T read from the slides
Try to set up so the laptop is in front of you
Don't make up answers to questions
If you don't know say so and find out.

Relax
Turn off your phone
Take things out of your pocket
Speak to the audience - never the screen
The slides back up what you say - they don't prompt you
If its a small audience try to use individual names

Set up early so you can test everything - you don't want any unexpected hitches.

Go through slide
There more interactive you can make your presentation the more memorable it will be.
Again think of your audience

Could show a film from the website here is time allows

Test Knowledge
Kahoot! Quiz on the website

Plenary
Discuss what shares are.

Ask students to pick 5 shares to start an investment portfolio.
Could look at results over term