

## Checklist for Expository Presentation

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

### Activity 1: Expository Nonfiction

*Task: Expository Analysis*

- Look at an example of an expository presentation
- Open a new word processing document and type your name, date, and a title
- Write two or three paragraphs explaining how the presentation uses the expository style of writing, by:
  - Citing specific instances of effective (or ineffective) expository writing
  - Explaining what types of expository writing the presentation uses
  - Explaining what you learned from the presentation
- Check the spelling and grammar in your paragraphs
- Save your analysis

### Activity 2: Presentation Outline

*Task: Expository Presentation Outline*

- Open a new word processing document and type your name, date, and a title
- Create an outline using your graphic organizer you created earlier in the decision making process
- Use an outline format with:
  - A title
  - An introduction
  - At least three main points in a logical order
  - Supporting points for the main points in a logical order
  - A conclusion
- Make sure that labels are short, descriptive, and written in a consistent manner
- Check that you have not repeated ideas
- Save your document

### Activity 3: Presentation Design

*Task: Presentation*

- Open your presentation outline
- Start a new slideshow presentation and type your name and the date on the title slide
- Use the Insert menu to create slides from your presentation outline
- Use the Edit and Format menu to make sure your main and supporting points are clear
- Use graphic design principles to make your presentation visually appealing
- Exchange presentations with a peer and review each other's work, making sure to:
  - Provide positive feedback: point out the parts that are attractive and easy to read
  - Provide specific suggestions for improvement: point out the parts that may need to be revised
- Review the peer review of your presentation
- Revise your presentation based on the feedback
- Check the spelling and grammar of your presentation
- Save your presentation

#### Activity 4: Multimedia Management

*Task: Media Citations*

- Open a new word processing document and type your name, date, and a title
- Find at least three images and one audio or video clip on the Web that helps to explain how you defined your decision, gathered information, developed alternatives, and made a choice
- Download the media to your computer
- Add the media to your word processing document
- For each image or clip:
  - Cite the source
  - Explain how the media helps explain your decision
  - Record the copyright status
  - Get permission for any of the images, audio, or video if necessary
- Insert the media into your presentation, using graphic design principles to enhance your presentation
- Exchange presentations with a peer and review each other's presentations, making sure to:
  - Provide positive feedback: point out the media that are most effective
  - Provide specific suggestions for improvement: point out the media that may need to be removed or replaced
- Review the peer review of your presentation
- Revise your presentation based on the feedback
- Check the spelling and grammar of your presentation
- Save your presentation

#### Activity 5: Presentation Delivery

*Task: Final Presentation*

- Open your presentation
- Check the spelling and proofread your presentation
- Practice delivering your presentation, remembering to:
  - Review your slide order
  - Run the slideshow from View or Slide Show menu to make sure your slides are ready to present
  - Practice in front of a mirror, a friend, or an adult
  - Make sure you know how to connect and use a projector
- Set up a projection device
- Deliver your presentation to an audience, making sure to:
  - Dress appropriately
  - Summarize and emphasize the main points
  - Make eye contact
  - Make sure your audience understands everything
  - Stay on schedule
  - Answer questions
- Get feedback from someone in the audience by asking:
  - What parts had the most and least visual appeal?
  - Were any parts difficult to read or understand?
  - What did the viewer learn from your presentation?
  - What parts of the presentation did the viewer find most and least interesting?
  - What questions did the viewer have that were not answered in your presentation?