

11.Q1 Presentation Planning Document

Name:

Partner or Group member names:

**Preparation Steps**

|  |  |
| --- | --- |
| Steps 1-2. Create a group shared folder the partners or team will use to save media and resources into.  | Step 4. Link this text to the folderShape  Description automatically generated with low confidence |

**Important Steps Step 6-7 : Learning Goals (11.Q1)**

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| --- | --- |
| Step 6. Goals for group work/collaboration (C[haracteristics of an Exceptional Group Member](https://docs.google.com/document/d/150jGYAK9-yFoVSOzHGgP9uk1vweCja67tUqTcA20SEA/edit?usp=sharing)): |  |
| Group member goals for a design or feature technique (such as animation, embedding media) to learn with the presentation application  |  |
| Step 7. Name of the person that will create an initial blank slide in the presentation application, and make sure to save it or move it into the shared folder, and share it with the others and teacher. | Link to the shared blank presentation |

**Requirements, Time and Topic**

Details, and listing of 2 or more initial ideas

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| Steps 1-2. List of any requirements identified by the teacher (topic or content area, # slides, amount of time or class periods): |
| 3. Brainstorm some topic ideas and reach agreement on the final choice*
*
*
 |
| 4. Final topic selection: |
| 5. Our intended message will me: |

**PLANNING OUT YOUR PROJECT**

 **Audience**

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| --- | --- |
| Briefly describe your intended audience to present this to |  |
| Briefly describe what you want your audience to learn: is there something you want them to consider doing based on your presentation; something you want them to relate to perhaps emotionally;  |  |
| Considerations for the presentation design in regards to your audience* Attendance span in minutes (3-5, 10-15 , other):

Type of media they may respond to |  |

**4 Main Parts of a Presentation**

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| --- | --- |
| **Greeting:** introduce yourself/group  |  |
| **Introduction**1. Briefly explain your general topic
2. Purpose: We will argue that… we will analyze, we will show… we hope that you will….
3. Time expectation/anticipation: This is a short 5 minute …., expect to be surprised…
4. Attention grabber or hook: What will your catchy introduction include, some hook to build their interest or a photo or image, a single word to catch their attention
 |  |
| **Main Points or body of your presentation (keep it short and to the point)** |  |
| **Closing:** Thanking your audience, Invite questions |  |

**Map Out the Main Points**

|  |  |
| --- | --- |
| Use one of these graphic organizers, and add the initials of the group member that wants to do the research for each [Bubbl.us](http://bubbl.us/) [video tutorial](http://bubbl.us/help/intro-to-bubblus)  [Canva](https://www.canva.com/graphs/graphic-organizers/) [video tutorial](https://youtu.be/M-mvgQCZqXk) | Paste a screenshot or link to your graphic organizer here or in the space below. |

**Split-up the Research on the Main Points**

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| For each main point identify the person that will work on researching and locating media for each part. |
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**11.Q2 Important Design Tips for our team to remember (**[**9 Presentation Tips for Students**](https://www.lifewire.com/presentation-tips-for-students-2766920)**)**

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**11.QG3 and QM3**

**Design Decisions**

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| --- | --- |
| Theme chosen |  |
| Number of slides projected |  |