

INF_SMX MÒDUL : APLICACIONS OFIMÀTIQUES

UF6 NF1 Activitat N° 1 Giving a presentation

Type of activity: Managing presentations and role playing	Topic: How to give a short class presentation competently
Grouping: In pairs	Resources: 1. Student document: Software and tips for presenting contents 2. Student grammar support: Comparisons 3. Teacher documents – Answer Key: Understanding the videos 4. Teacher grammar support - answer key: comparing 5. New terminology template. 6. Bibliography- COM
Timing: 2 hours	Outcomes: At the end of this lesson, students should be able to create multimedia presentations describing and applying basic rules of composition and design.

The **aim** of this activity is to create a presentation using a specific software and get tips on how to do the presentation in front of their classmates.

Directions:

1. The teacher presents the activity.
2. The teacher moderates a discussion between students in which every group of students speaks in favour of a specific software for presentations included in section 1 of student document. Students may use expressions for comparison which they can find in grammar support.
3. Every group of students creates a short presentation on a topic of their choosing related to computer science. For example, they can choose a kind of software, like sisoftsandra, or a videogame, like Fortnite...
4. As a whole group, they watch the videos on presentation skills in section 2 and answer the questions about the video.
5. Every group does their presentation in front of their classmates, applying helpful tips learned from the videos. At the end of each presentation, there will be a section for the audience to ask questions.
6. The students, under teacher supervision, will use the New terminology template to write down the new vocabulary for further feedback.

TO KNOW MORE

If you want to know more about the two topics mentioned in the directions check this out.....



General link [Si soft sandra](#) [Fortnite](#)

1. STUDENT DOCUMENT: SOFTWARES AND TIPS FOR PRESENTING CONTENTS

In this section, students will learn some software suitable for preparing presentations and also a pair of videos that show them some useful tips for presenting.

- Types of software for presentation
- Videos

Section 1

Microsoft PowerPoint: a private software from the Microsoft company that lets you create presentations. It exists both as an online application and as a desktop application.

Libre Office Impress: a free software that belongs to the Libre office Ofimatic suite and lets you create presentations in the same way as Microsoft PowerPoint, However, it doesn't have an online version.

Prezi: an online platform to create presentations which stores the presentations in your account on the cloud. You don't need to download it to present, but you could download the presentation if you wanted to.

Google slides: an online platform that belongs to the Google Company and lets you create presentations in your cloud on Google Drive. It is maybe not as good as the others but is still quite useful.

TO KNOW MORE

If you want to know more about softwares for presentations., check this.....



General link [Libre office impress](#) [Microsoft office power point](#) [Prezi](#) [Google slides](#)

Section 2

Vídeo 1 Public speaking for beginners

Key vocabulary and phrases from this first video

I will give you some dos and some don'ts to help move you in the right direction.	
Don't ramble	
Don't clutter up all your notes with too many details	
Make sure your slides are nice and clear and help you make a point	
Don't use a soft voice and don't use fillers	

According to the video, answer the following questions

1. What will Alex Lyon speak about?
2. Who is a good audience for this presentation?
3. How does he organise the presentation?
4. What does "one look, one thought" mean?
5. Why is it not a good idea to show a presentations full of notes?
6. Why is it important to have clear and simple slides?
7. Why is it important to prevent fidgeting?
8. What do you think is a "filler"?

Vídeo 2 Body language for presentations

Key vocabulary and phrases from this first video

Improve your nonverbal language for presentations	
You can lead your teams to higher level of excellence	
Coming up!	
People can hear your message in a much more comfortable and composed way	
Your face is turned and it doesn't look like anything is happening emotionally	

According to the video, answer the following questions

1. How many steps does Alex Lyon introduce?
2. What are these steps?
3. Where can you look when presenting?
4. How long should you maintain eye contact?
5. Name at least five postural things that are not desirable to do when speaking.
6. According to Alex Lyon, can we say that walking during presentations is prohibited? If not, explain in which cases you may walk.

TO KNOW MORE

You can find the videos in the following links...



[Public speaking for beginners](#)

[Body language for presentations](#)

2. STUDENT GRAMMAR SUPPORT: COMPARISONS

In this grammar section, students will learn some phrases to make comparisons between two items, either expressing similarity or contrast. They will also learn some connectors to create more fully developed speech.

Comparing (similarity):

Like (compares two items that are similar. The word is placed at the beginning of one of the sentences)

Example sentence:

My balloon is yellow **like** yours

Your sentence:

.....

Too/also (an action mentioned before that you have already done. If you use “too”, you put it at the end of the sentence. If you use “also”, you put it after the subject or the auxiliary verb)

Example sentence:

I passed the exam **too!!!** // I **also** passed the exam!!

Your sentence:

.....

same as (you referred to an item or action mentioned before)

Example sentence:

I will drink the **same as** my friend

Your sentence:

.....

Comparing (contrast):

Unlike (to express a difference)

Example sentence

Unlike what most people think, I prefer having a bath at night rather than in the morning

Your sentence:

.....

in contrast to (to express some difference which balances out)

Example sentence

In contrast to the bad performance of the actress, the music of the film was quite good.

Your sentence:

.....

whereas (to express an item or action you do at the same time that another is happening)

Example sentence

Whereas you slept, I prepared for my exam.

Your sentence:

.....

Connectors:

Though, Although, Even Though

Although the initial cost will be high, we will eventually profit from the time spent. It's important to remember that time is money **even though** many believe that money is more important.

Your sentence:

.....

However, Nevertheless

We need to improve the local infrastructure. **However**, we must also respect nature. The government should invest in job training programs. **Nevertheless**, these will be expensive.

Your sentence:

.....

Despite, In Spite Of

Despite the difficulty, students will soon see the benefit of this topic of study. The situation will improve **in spite of** the economy.

Your sentence:

.....

3. TEACHER DOCUMENTS – ANSWER KEY: UNDERSTANDING THE VIDEOS

In this section, specific for the teacher, he or she will find the answers of the videos displayed in the students document.

Vídeo 1 Public speaking for beginners

According to the video, answer the following questions

1. What will Alex Lyon speak about? **Tips for presentations in front of an audience**
2. Who is a good audience for this presentation? **Beginners who are not used to doing presentations.**
3. How does he organise the presentation? **First, he explains things are not desirable to do and then the things that are desirable.**
4. What does “one look, one thought” mean? **You can explain one thought or idea of your presentation looking directly into the eyes of one person, and for the next thought or idea, look at someone else.**
5. Why is it not a good idea to show a presentations full of notes? **Because people lose their interest in what the presentation is about because they try to read and don't focus their attention on the speaker.**
6. Why is it important to have clear and simple slides? **To make it easier for the audience to follow the presentation, in order to make them understand it more.**
7. Why is it a good idea to prevent fidgeting? **Because fidgeting shows that you are unconfident and nervous**
8. What do you think a “filler” is? **Those words you say to fill blank spaces, like mmm, eeeh, uhhh. Pausing and not saying anything is better.**

Vídeo 2 Body language for presentations

According to the video, answer the following questions

1. How many steps does Alex Lyon introduce? **3**
2. What are these steps? **eye contact and smile, postures and gestures, pause and nod after key ideas**
3. Where can you look while presenting? **direct into the eyes of your audience**
4. How long should you maintain eye contact? **long enough to finish a thought before**

moving onto the next person.

5. Name at least five postural things that are not desirable to do when speaking. **walking a lot, blocking knees, putting hands in pocket, crossing feet, putting hands behind back**
6. According to Alex Lyon, can we say that walking in presentations is prohibited? If not, explain in which cases you may walk.
You can walk if you want, but it should be walking with purpose, with meaning, not just walking because you don't know what can you do

TO KNOW MORE

You can find the videos in the following links...



[Public speaking for beginners](#) [Body language for presentations](#)

4. TEACHER GRAMMAR SUPPORT - ANSWER KEY: COMPARING

Students can make some sentences comparing the four software to create presentations like the ones shown below.

Microsoft PowerPoint has a style **like** that of Libre Office Impress.

In Prezi, you can **also** add background music.

Unlike PowerPoint, Impress and Prezi are free software.

In contrast to Impress, Google Slides is not very easy to manage.

Whereas Google Slides and Prezi are on the cloud, Impress and PowerPoint are desktop applications.

Although Impress and PowerPoint have pretty much the same options, they are sometimes found in different places depending on the software or the version.

6. BIBLIOGRAPHY. REGISTRE DE DOCUMENTACIÓ COMPLEMENTÀRIA (COM)

Supplementary documentation considered: catalogues, articles, instructions, photographs, audios, and videos, pages of reference websites, documents, graphics, and links to similar documents.

Imatge	Dades
	<p>Nom: Oxford English Dictionary</p> <p>Autoria: © 2018 Oxford University Press</p> <p>Llicència: copyright</p> <p>URL: https://es.oxforddictionaries.com/</p>
	<p>Nom: Grammar and vocabulary. English grammar.</p> <p>Autoria: © British Council. Learn English</p> <p>Llicència: copyright</p> <p>URL: https://learnenglish.britishcouncil.org/en/english-grammar</p>
	<p>Nom: Microsoft power point</p> <p>Autoria: Microsoft</p> <p>Llicència: eula</p> <p>URL: https://support.office.com/es-es/article/tareas-b%C3%A1sicas-para-crear-una-presentaci%C3%B3n-de-powerpoint-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36</p>
	<p>Nom: Libre office impress</p> <p>Autoria: Document foundation</p> <p>Llicència: gnu lgpl</p> <p>URL: https://es.libreoffice.org/descubre/impress/</p>
	<p>Nom: prezi</p> <p>Autoria: © 2018 Prezi Inc. Terms</p> <p>Llicència: copyright</p> <p>URL: https://prezi.com/?gclid=CjwKCAjw6djYBRB8EiwAoAF6oT1GT0L9LmVrDm9Sya2ZIRhJpzaD2C7162LGMTCDd9Kbu3_WW_CfVhoCy8QQAvD_BwE</p>
	<p>Nom: google slides</p> <p>Autoria: google</p> <p>Llicència: eula</p> <p>URL: https://www.google.com/slides/about/</p>
	<p>Nom: Jessica Lu, Bachelor of Arts (Cell Biology), Columbia University</p> <p>Autoria: Grammar correction</p> <p>Llicència:</p> <p>URL: https://www.linkedin.com/in/jessica-lu-89b15348</p>

