Assignment 2: PPT Presentation

You've learned about how universal PowerPoints are in the workplace. For this presentation, you will practice making effective PPT presentations.

The topic will be a self-introduction. Your presentation can talk about things such as
1. Basic information about yourself (e.g., hometown, age, favorite food, favorite book/movie/song, etc.)
2. Some information about your family
3. Your future goals and aspirations
4. Your role models
5. The most memorable experience in your life
6. What would you do if you had a million dollars?
7. What would you wish for if you found a genie?

Time limit: 3-4 minutes. You do NOT need to do all 7 topics. You can pick however many topics you want. Just make sure your presentation is 3-4 minutes.

Part 1: Knowledge & Understanding
Write a paragraph to explain what makes a good versus bad **PPT slide design**.

Part 2: Thinking
Submit an audience analysis.

Acronym	Key Words	Question	My Answer
A	Attitude	What is the audience's **attitude** towards my presentation topic?	
U	Understanding	What is the audience's **understanding** of my topic?	
D	Demographics	What is their **demographics**? (age, education, background, etc.)	
I	Interest	How **interested** is the audience in my topic? (high, medium, low)	
E	Expectations	Is there anything the audience **expects** from my presentation?	
N	Needs	Are there any special **needs** from the audience?	
C	Customization	How can I **customize** my presentation to suit my audience?	
E	Environment	What kind of **environment** will I be giving the presentation in? (audience size, technology, etc.)	

Part 3: Communication & Application

In class, you will deliver your PPT presentation. You do not need to present Part 1 and Part 2 in class. Submit Part 1 and Part 2 in a word or PDF document.

Overall Expectation:

Delivering Presentations: Communicate orally for a variety of purposes and audiences, using the forms, language, and techniques of effective oral presentations.

Learning Goals:

Select, create, and use appropriate audio-visual aids using available technology.

Grading Criteria:

Knowledge & Understanding (25%)	The student explains the difference between good and bad PPTs.
Thinking (25%)	The student analyzes the audience correctly.
Communication (25%)	The submission meets the requirements and is organized. The presentation meets the time limit.
Application (25%)	The student effectively creates PPT slides. The student effectively uses emphasis in speech.

Lateness

Late assignments will lose 5% per day, up to a maximum of 20%.

Rubric

Category	Level 1 50-59%	Level 2 60-69%	Level 3 70-79%	Level 4 80-100%
Knowledge/Understanding	*The student:*			
The student explains the difference between good and bad PPTs.	Demonstrates **limited** knowledge of what makes a good PPT.	Demonstrates **some** knowledge of the importance of what makes a good PPT.	Demonstrates **considerable** knowledge of the importance of what makes a good PPT.	Demonstrates **thorough** knowledge of the importance of what makes a good PPT.
Thinking/Inquiry	*The student:*			
The student correctly analyzes the audience.	Analyzes the audience with **limited** accuracy and evidence.	Analyzes the audience with **some** accuracy and evidence.	Analyzes the audience with **considerable** accuracy and evidence.	Analyzes the audience with **a high degree of** accuracy and evidence.
Communication	*The student:*			
The submission meets the requirements and is organized.	The student followed submission requirements with **limited** effectiveness.	The student followed submission requirements with **some** effectiveness.	The student followed submission requirements with **considerable** effectiveness.	The student followed submission requirements with **a high degree of** effectiveness.
The presentation meets time requirements.	Presentation meets time requirements +/- 3 minutes.	Presentation meets time requirements +/- 2 minutes.	Presentation meets time requirements +/- 1 minute.	Presentation meets time requirements +/- 30 seconds.
Application	*The student:*			
The student effectively creates PPT slides.	The student creates PPT slides with **limited** effectiveness.	The student creates PPT slides with **some** effectiveness.	The student creates PPT slides with **considerable** effectiveness.	The student creates PPT slides with **a high degree of** effectiveness.
The student effectively used emphasis.	The student used emphasis with **limited** effectiveness.	The student used emphasis with **some** effectiveness.	The student used emphasis with **considerable** effectiveness.	The student used emphasis with **a high degree of** effectiveness.