

Planning Your Presentation PowerPoint

The PowerPoint is the backbone of your Phase II project. It provides the focus and structure for your presentation, and includes the capability to integrate audio and visual aids to move your presentation beyond a simple speech.

Overview

The following is probably what your presentation should look like. The numbers in parentheses are the numbers of slides suggested for each section. It's possible to do each portion with a single slide, but the sections for which you have a lot of information to present may require more than one. Don't feel constrained by these suggestions. If you need four slides for Economic Impact, feel free to make four slides! The following guidelines will help you create a presentation of 15-20 slides. The slides marked **(cite)** should include a reference to your source for the information presented on that particular slide or slides. (Refer to the citation out loud.)

- Self Introduction (1)
- Title Slide (1)
- Impact (1)
- Thesis (1)
- Content
 - Preview (1)
 - Definition of the Problem (1) **(cite)**
 - Historical Significance (1) **(cite)**
 - Economic Impact (1) **(cite)**
 - Key Players (1-5) **(cite)**
 - Pros and Cons (1-2) **(cite)**
 - Interview (1)
 - Survey (1-3)
 - Solutions (2-3) **(cite)**
- Restate Thesis (1)
- Q & A (1)
- Conclusion (1)

Slide Guidelines

You should only break from the following guidelines to make a specific point (such as on your thesis slide).

- Large letters (at least 36 pt. for titles, at least 24 pt. for body text)
- Few words (6 x 6 rule: 6 lines per slide, 6 words per slide max)
- Use a bulleted outline format.
- Do not write complete sentences. (Avoid the temptation to read off the slides.)

Background (why did you choose this topic?)

- Use bullets on your Powerpoint slide
- Verbally explain to your audience why you chose this topic, why it's important to you, or briefly why this is an important issue that affects the public (don't say too much on that last one....you need to say more about that later).

School Uniforms

- Would school uniforms motivate students to focus more on their studies?
- Would school uniforms decrease bullying and harassment in schools?

Title Slide

- Presentation Title—make it brief and informative (“Gay Marriage,” “Gun Control,” etc.)
- Author Name (You!)
- This is *probably* a good place for a self-explanatory picture
 - A picture representing your topic (a gun for “gun control,” a “no smoking” sign for smoking, etc).

Gender Neutrality at the YWCA

a presentation by
Cecile Shresta

Hook

It's a good idea to provide an impact statement: a short, powerful message that demonstrates how vital the topic is to you and/or to the world.

Examples of good hook slides might include (USE ONLY ONE!)

- A powerful quote: “Ronald Reagan said, ‘Abortion is advocated only by persons who have themselves been born.’”
- A startling statistic: “Approximately 2.3 million people each year in the United States are raped and/or physically assaulted by a current or former spouse, boyfriend or girlfriend.” <YOU WILL NEED TO CITE THIS!>
- An impressive graph: “Inner-City Literacy in New York City from 1980-2000” <YOU WILL NEED THE GRAPH, AND TO CITE THE GRAPH>
 - The graph should show that there's a problem that needs addressing.

Ronald Reagan on Abortion

*Abortion is advocated only by persons
who have themselves been born.*

-obtained from
www.quotationspage.com

Thesis

You should devote a slide exclusively to your Thesis Statement. This slide is the exception to the “Never read off your slides” rule. Show it to the audience, and read it to them. A good presentation will verbally transition from the impact statement to the thesis.

Thesis

State and federal governments need to create and enforce more strict guidelines for the allocation of welfare funds.

Background on the issue

This is where you explain to your audience the basics of your issue. Assume that your audience knows nothing about your topic. You may want to include:

- One or two important events in the past involving your topic
- Statistics that help your audience understand that your issue is important to the public
- Introduce and explain any terms that your audience might not know

Background on School Uniforms

- Educational quality in the U.S. is falling behind other nations
- Do school uniforms infringe on freedom of speech?
- Many Buffalo Public Schools are requiring school uniforms

Effects on the public

Explain how your topic affects the lives of people—in your local area, across the nation, perhaps even in other parts of the world. You may want to include:

- How the topic affects the public in terms of dollars and cents
- Interesting and surprising statistics

Effects on the Public

- Out of 34 countries, the U.S. ranked 14th in reading, 17th in science, and 25th in math
- How can the U.S. remain a model for the world if we aren't producing the best and brightest citizens?
- Elizabeth School District in NJ has spent more than \$2 million from 2006—2007

<http://www.nytimes.com/2007/09/04/nyregion/04uniforms.html>

<http://www.usatoday.com/news/education>

Significant People or Groups

- Find 4 significant people or groups...2 FOR and 2 AGAINST. Include 1 slide for each person or group...see below.

Key Player: Valerie Plame

- Position
- Relationship to case
- Bias
 - information obtained from CNN.com 10/18/05

Key Player: Karl Rove

- Position
- Bias
- Unindicted in Plame case
 - information obtained from CNN.com 10/18/05

Key Player: Lewis “Scooter” Libby

- Position
- Bias
- Relationship to Plame case
- Resignation
 - information obtained from CNN.com 10/18/05

Key Player: Patrick Fitzgerald

- Position
- Relationship to Plame case
- Bias
 - information obtained from CNN.com 10/18/05

Reasons For

- Use 1 or 2 slides to explain how the FOR side justifies their opinion.

Peer-to-Peer Music File Sharing: For

- People are exposed to more music
- Bands can promote music without a label
 - information obtained from...

Reasons Against

- Use 1 or 2 slides to explain how the AGAINST side justifies their opinion.

Peer-to-Peer Music File Sharing: Against

- Artists lose potential profit
- “Pirates” can be prosecuted
 - information obtained from...

Interview

Your interview should probably fit on one slide. Remember to include:

- Interviewee's name
- When the interview took place
- This person's connection to your topic
- His/Her opinion on the topic

Interview
Stephanie Thyen
Walmart Human Resources Director

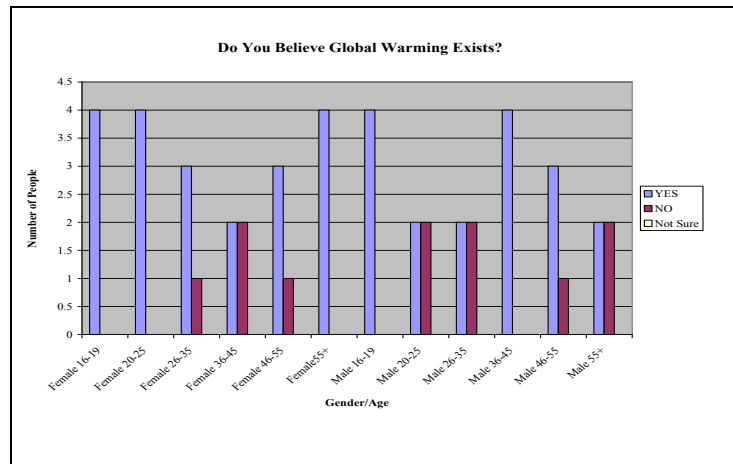
- Walmart's Affirmative Action Policy
- Changes she predicts in Affirmative Action
- Interviewed on October 1, 2006



Survey

Your survey information should include a graph of some kind to illustrate the results of your survey. You **do not** have to include every single question: choose the ones (especially the results) which best support your thesis. If the results do not support your thesis, be ready to explain why you think that is (eg, you interviewed all 15-year-old girls about Social Security).

Please note: **Your Graph Must Be Readable From Far Away!**

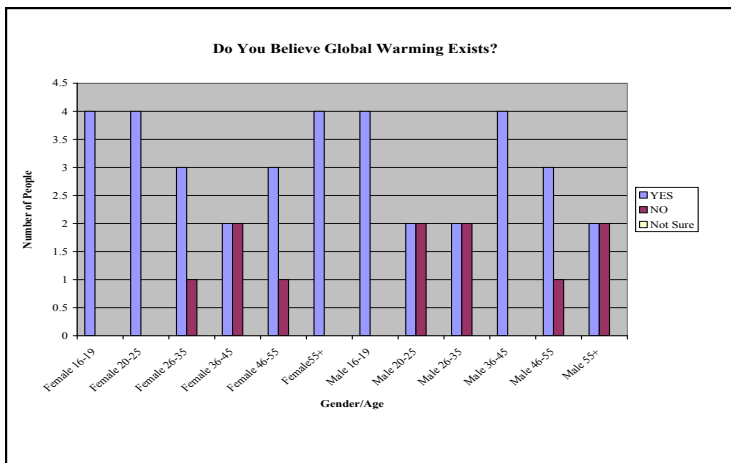


My Conclusions

Your conclusions to the problem will involve one or two slides.

Restate Thesis

You should restate your thesis statement at the end of your presentation in order to properly frame it, and to remind the audience of your viewpoint. The audience should have *no doubts* as to your position by the end.



Q & A

You need to reserve time to answer questions from the panel in your presentation. A slide that simply says “Q & A,” “Questions and Answers,” or simply “Questions” should be sufficient to remind you to do this.

Solutions

- Raise Cigarette Tax
- Aggressively Ban Teen Marketing

Solution: Raise Cigarette Tax

- Curbs Teen Purchasing
- Slows Adult Purchasing
- Use Tax Money for Education
-information obtained from www.gothamgazette.com, 7/5/06

Con-

Solution: Aggressively Ban Teen Marketing

- Identify Teen Marketing Techniques
 - Characters
 - Flavors
- Penalize Tobacco Industry for Teen Marketing
-information obtained from www.gothamgazette.com, 7/5/06

Conclusion

- Presentation Title—Use the same one you did for the Title slide.
- Author Name (You!)
- “THANK YOU FOR COMING!” (This way, you won’t forget to thank your audience.)
A friendly, closing picture would be appropriate here.

Thesis

State and federal governments need to create and enforce more strict guidelines for the allocation of welfare funds.

Q & A

Name _____

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Thank You for Coming!

