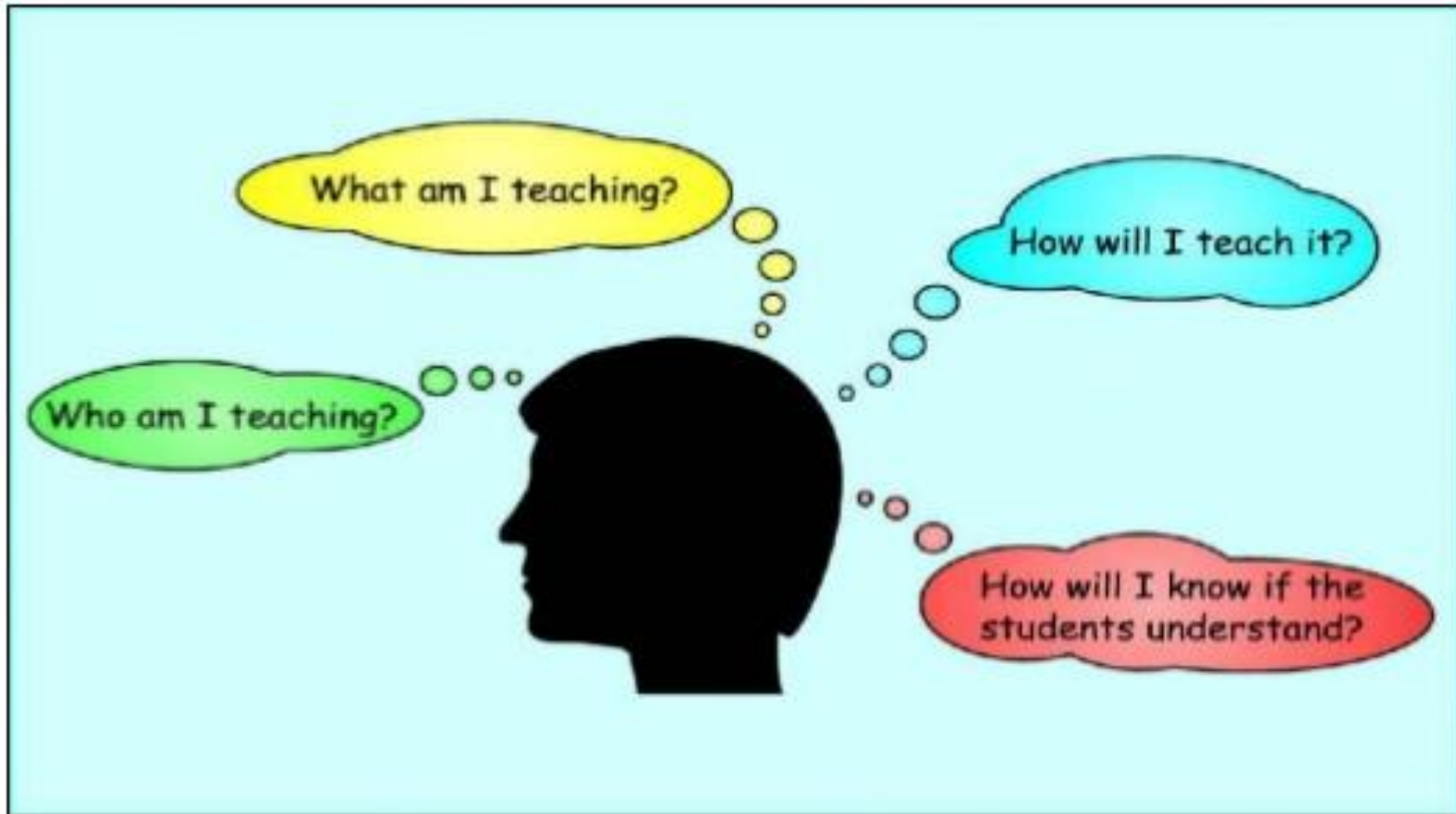# Module : Effective presentation

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- Lesson plans are the maps of what we want to accomplish during a class period.

- Facilitator develop and prioritize learning goals and objectives.

- All planning begins with faculty considering what they want their students to accomplish during the lesson.

- Each lesson plan is designed to accomplish the learning objective.

WHAT IS A LESSON PLAN?

What am I teaching?

How will I teach it?

Who am I teaching?

How will I know if the students understand?

A written guide used to aid teachers in their lessons.

Three lesson plan models

- Gagne`s nine events of instruction.

- Madeline Hunter seven step lesson model.

- 5 E`s model.

Nine Events of Instruction

Gain Attention

Inform Learner of Objectives

Prior Learning

Present Content

Provide Guidance

Practice

Provide Feedback

Assess Performance

Enhance Retention and Transfer to the Job

THE Madeline Hunter
## LESSON PLAN TEMPLATE

1 — **Anticipatory Set:** Hook 'em in. Connect prior knowledge.

2 — **Objective and Purpose:** Tell 'em what/how/why they'll learn.

3 — **Input:** Students need knowledge, skills, processes. Give it to 'em.

4 — **Modeling:** Show 'em what they're learning in a concrete way.

5 — **Check for Understanding:** Assess 'em: "Got it yet? Keep moving?"

6 — **Guided Practice:** Let 'em do it with teacher supervision.

7 — **Independent Practice:** Let 'em do it by themselves

8 — **Closure:** Wrap it up by letting 'em reflect on what they've learned.

As demonstrated at:

BOLD BLENDED AND ONLINE LESSON DESIGN

cue.org/bold

5 E Lesson Plan:

Engage
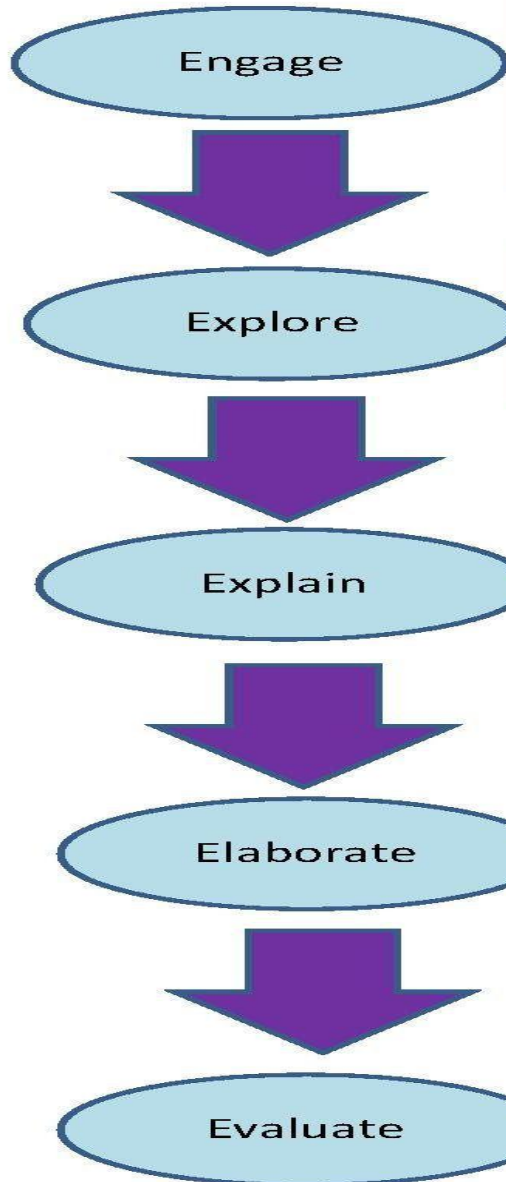
Q1: How does a culture effect the formation of art?
Q2: How does individual experience shape the way we view art?
Teacher will show two pictures and ask students to reflect on essential questions (Q1 &Q2) and use descriptive language stems:
Salvador Dalhi's "The Persistence of Memory"
Joan Miro's "The Tilled Field:"

Explore

Place students into their "home" groups
Instruct all to look over the paintings that are on the board together and talk about them using the descriptive language stems & essential questions used in their Engage activity.

Explain

"Who" group: investigate three people to explore (Dali, Miro, and Margaritte)
"What" group: choose three paintings from each of the three Surrealist artists to describe.
"Where" group: looking at Paris and the culture of the city during the 1920s where Surrealism began.

Elaborate

We assign roles for each jigsaw group.
We then break into our jigsaw groups to go to the computers and investigate their topics.
The Jigsaw groups create their Prezzi designs on the classroom computers that we will share with our home groups.

Evaluate

We go back to our "home" groups that we were in at the beginning of class and share the Prezzi they made with our "jigsaw" group and our findings from each aspect of the 5E; language stems, who, what, where and the essential questions.

LESSON PLAN

nullam dictum felis eu pede
mollis pretium integer tincidunt

METHOD

How will you teach it? Insert Instructions

1 Engage

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2 Educate

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

3 Practice

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

RESOURCES

Regular or special items for the lesson

- Felis eu pede mollis
- Aliquam lorem ante
- Nam eget dui
- Quisque rutrum

- Felis eu pede mollis
- Aliquam lorem ante
- Nam eget dui
- Quisque rutrum

GUIDE

What am I teaching?

Who am I teaching?

How teac

EVALUATION

Did things go as planned?

- Felis eu pede mollis
- Aliquam lorem ante
- Nam eget dui
- Quisque rutrum
- Aliquam loremm ante
- Na eget dui
- Quisque rutrum

visme

Bed Slides Intended For Trucks To Maximize Storage And Accessibility

Pickup trucks are probably the most versatile, powerful, and strongest vehicles that individuals can buy. With the help of a truck, a company owner can go on call and carry any specialized equipment along for the ride. It is practically limitless what someone can do to a truck to modify the appearance and functionality including putting in a bed slide.

Garnering More Use From a Truck Bed

People world wide could not live without their trucks because there are so many things that are difficult to accomplish without a vehicle that is a roomy workhorse. Whenever a person owns a truck, moving cumbersome objects, transporting heavy goods, and towing other vehicles is now possible. When hauling, the truck can be stacked high with cargo, so long as there are strong tie-downs or a cover.

An unmodified bed could be a hassle to work with for someone who uses a truck repeatedly. A bed slide can help to save time at job sites in situations like this.

How Bed Slides Work

For many who are not sure what a truck slide is, it is a device that is screwed to the bottom of the truck bed. A portion of the frame is able to slide out horizontally when having a track system attached. Most of the time, a slide system will occupy the entire truck bed, and the results can be amazing. A slide is effective where it allows easy accessibility to the items in the back of the truck rather than being forced to climb in and out of the truck bed to unload objects. Workers find this very helpful it they have to go back to the truck regularly for tools or materials.

A Place for Everything

Bed slides are great for people who have to keep everything in its proper place. Normally, unless everything in the truck bed is lashed down, it's going to shift and be jostled around. With a slide system, more shelving as well as other features can be integrated so that each piece of equipment has its own specific cubby. In jobs where time is critical, a truck slide will allow needed materials to remain in place for easy access.

Simplify for Less Strain

Not all bed slides demand extensive organization systems. Some are pretty simple and are designed to make unloading and loading the bed easier. With the help of a slide you don't have to climb in and out of the bed to place heavy boxes or equipment which can be backbreaking work. Simply slide out the extension and fill it up. When the palate is full, it will slide back into place and the tailgate can be locked to keep everything secure.

Teaching / Learning media
Power point presentation

Power point presentation

- This media (PPT) is designed
  - to **ENHANCE** your presentation,
  - not **BE** the presentation.

- Remember, only you can prevent
  - "*Death by Power Point*"

Beginning

- White / Light background – dark letters

- Dark background (blue) – white / yellow letters

Colors

- **Reds** and **oranges** are high-energy but can be difficult to stay focused on.

- **Greens**, **blues** and **browns** are mellower, but not as attention grabbing.

Background

- Use the same **Background** on each Slide

- Changing the background or style is distracting

Avoid these combinations

– Green on Blue

– Purple on Blue

– Dark Yellow on Green

– Orange on Green

– Red on Green

Adding text

- Clearly visible format :

  - **Bold /** <u>underline</u> to emphasize

- Prefer sans serif fonts

  - Which do not have tags at the end of letters

'Sans serif' fonts

- Comic sans   Physiology

- Calibri   Physiology

- Arial   Physiology

- Tahoma   Physiology

- Verdana   Physiology

Don't use serif fonts

- Time new roman   Physiology
- Georgia   Physiology
- Book Antiqua   Physiology

- Don't compromise visibility for style

Fonts

- *Don't Sacrifice Readability for Style*

- DON'T SACRIFICE READABILITY FOR STYLE

- Don't Sacrifice Readability for Style

Adding text

- Do not copy – paste: from text / online

- Instead of sentences – use phrases

- Instead of phrases – use words

- One slide for one key point

Tips for Preparing
PowerPoint Presentations

Points To Remember:

Limit each slide to one idea.

Use the same background for each slide. Presentations do not flow as smoothly if the slide background changes throughout.

Limit animation. Too much animation can be distracting. (Be consistent with animation and have all text and photos appear on the screen the same way each time. There are many animation modes to choose from, but it is best to use just one throughout.)

In large hall events, dark slides with light colored text work the best. Especially avoid white backgrounds or PowerPoint templates that have too many graphics that may make the text unclear.

Use Contrasting Colors:

Yellow on Black	White on Black
Yellow on Blue	White on Green
Orange on Black	White on Blue
Orange on Blue	White on Red

Font Size And Selection:

Standardize the font throughout and use bold face characters. As a rule, never use smaller than a 28 font; the bigger, the better.

Don't use all capitals, as lower case letters are more legible.

Make sure you choose a font style that is readable from a distance. Don't sacrifice readability for style.

Don't !

Adding text

- Follow 6 / 6 rule
  - 6 lines per slide
  - 6 to 8 words per line

- Use another slide: it doesn't cost anything

Avoid the "All Word" Slide

Another thing to avoid is the use of a large block paragraph to introduce your information. Attendees **do not like** to have what is on the screen, **read to them** verbatim. So, please use short, bulleted statements and avoid typing out your whole presentation on to the slides. Also, it is difficult for some to listen and read a large amount of text at the same time.

Size of the letters

- Title / heading: 40 or 44 size

- Body of the slide: 24 – 28

- Always use bullets for text

Caps

- **DO NOT USE ALL CAPITAL LETTERS**

  - Makes text hard to read

  - Conceals acronyms

  - Denies their use for EMPHASIS

Italics

- Used for "*quotes*"

- Used to *highlight* thoughts or ideas

- Used for book, journal, or magazine *titles*

Design and animation

- Do not clutter (Design)
  - With lot of text and images
  - Simple design

- Do not use too much of animation
  - for text, lines, images
  - Use it only to highlight, to show movement.

Animation

- Do not use complex slide transitions
  - Consume lot of time

Pictures / shapes can be inserted

- Copyright issues
  - from the net / journals / books.
  - acknowledge the source.

Show one point at a time

- Will help audience concentrate on what you are saying

- Will prevent audience from reading ahead

- Will help you keep your presentation focused

- ctrl + s   save as 97- 2003.

- Slide show or f5 .

- Blank screen: B

- White screen: W

You can write / highlight

- **Right click in slide show format**

- **You can choose**
  - Pen / highlighter

Giving and Receiving Constructive Feedback

Constructive Feedback

- What is constructive feedback?

- Why constructive feedback is given ?

- How to give effective constructive feedback ?

- The sandwich method?

- How to effectively receive feedback?

What are constructive feedback

- Feedback is information about reactions to a product or a persons performance of a task which may be used as a basics for improvement .

- Constructive feedback is meant to help improve the performance of individual or team and it should not be used to tear them down

Why should we give constructive feedback

❖ Feedback is essential element for every one in a work place.

❖ It is useful tool for indicating when things are going in the right direction or for improving in an area which is having problems .

Constructive feedback

- Some situations which required giving constructive feedback include :-

  - Providing specific performance pointers.

  - Giving corrective guidance.

  - Letting some one know the consequences of their behavior .

  - Encouraging positive behavior .

  - Encouraging and supporting some one who is doing well.

Constructive feedback

- Some clues that constructive feedback is needed are when –

- ➢ Some one asks for your opinion about how they are doing.

- ➢ A peer's work habits disturbs you.

- ➢ Some one has tried some thing new and it has gone well

Types of constructive feedback

- ❑ Critical feedback is given when something needs to the improved .

- ❑ Positive feedback is given when some thing has been done well.

How to give good constructive feedback

- When giving constructive feedback (critical or positive) you should try to do the following things :

- Focus on the situation, not on the person.
1. Focus on behavior,action,situation,issue.
2. Comment on the issue.

Ex: The report is late not your late
   Food is oily but not you are a bad cook

- Share how a problem effects you ,without going on and on about it .

How to give good constructive feedback

- When giving constructive feedback :

- Be specific with your feedback as this will allow the receiver to know what needs to be changed or continued.

- Break feedback in to key points

- Vague – you tried really hard but I did not like it and you can do better.

- Specific –good effort but there are some thing which can be improved

How to give good constructive feedback

- When giving constructive feedback:

- Comment on things which can be done as the whole point of feedback is to help some one improve. think about what you can say that a person can act on .

How to give good constructive feedback

- When giving constructive feedback :

- Give the feedback as close as possible to the event as delivering feedback close to the time will help ensure every one remembers what is being discussed.

How to give good constructive feedback

- When giving constructive feedback:

- ✓ Give feedback face to face as it helps develop a connection and make people feel more valued and it allows for questions and clarity.

How to give good constructive feedback

- When giving constructive feedback to summarize :

✓ Focus on the situation not on the person.

✓ Be specific with your feedback .

✓ Comment on things which can be done.

✓ Give feedback as close as possible to the time.

✓ Give feedback face to face.

How to give good constructive feedback

- A good way to give constructive feedback is using the sandwich method.

- It combines giving positive and critical feedback.

- It some times referred to as positive- improvement – positive (PIP) feedback.

Constructive feedback

- Constructive feedback is broken down in to three segments

1. Focus on some strengths –what has to be done well ,what was positive about the situation ?

2. Provide the criticism – things that did not go well ,things to be improved

3. Finish of the feedback by restating the positive comments and the positive results that may be expected if the criticism is acted on .

How to Effectively receive constructive feedback

- Some times constructive feedback, Particularly critical feedback can take us by surprise.

- When receiving feedback try following :

- ❑ Consider your first reaction try not to be defensive or brush it off and try be calm and listen .
- ❑ Remember the benefits of getting feedback
- ❑ Listen actively .
- ❑ Say thank you – accept/not . For their effort
- ❑ Ask questions to help understand the feedback to do better in future.

Thank You

- Thank you for the opportunity to speak today

- Thank you for listening (and reading)

- Thank you all for coming... Was very kind of you to take time out of your busy schedule to listen to me. I really appreciate it.