

# SENIOR PROJECT

## PRESENTATION INFORMATION

Ms. Ragusa Instructional Technology Specialist

### Overview of oral presentation

#### Requirements:

- Use technology (e.g. PowerPoint, Prezi, Keynote)
- Be at least 6 – 8 slides long
- Take 8 – 10 minutes (question/answer period with judges does NOT count toward 8 – 10 minutes)
- Presentation outline handout

### Guidelines

#### Content

- First and most important
- Elaborate designs reduce impact of message
- Highlight key/interesting information
- Theme with room for content

### Guidelines

#### Bullets guide your comments

- 6 bullets per slide/6 words per bullet
- Never use only one bullet
- Key phrases or one word
- Eliminate punctuation at end of bullet

## Guidelines

- Maintain Consistency
  - Stick with one theme/style
  - Simple, easy to read *font styles*
  - Minimum font size is 24
  - Limit to
    - Three font colors (emphasis!, normal, low-emphasis)
    - Three font sizes
    - Three font styles

## Three sizes

This size is for titles (36 points)

This size is for body text (24 points)

This size is for footnotes (14 points)

## Three colors

This is normal text

This is normal text with a point of  
**emphasis**

Demphasized text

## Three font styles

This font style is for titles (Georgia-normal)

This style is for body text and footnotes (Arial-normal)

*Sometimes we make a point of emphasis by using  
(Arial-italics)*

### Putting it all together

#### Elephants scare trees

They will graze on grass or reach up into trees to grasp leaves, fruit, or entire branches. If the desired food item is too far up, the elephant will wrap its trunk around the tree or branch and shake its food loose or sometimes *simply knock the tree down altogether.*

### Guidelines

- Limit 'Text-junk'
  - ▣ Avoid Title Capitalization or Other Excessive and inconsistent use of Capital Letters.
  - ▣ Avoid underlining. For emphasis, use **bold**, *italic* or **color**

### Engage your audience

#### □ Images/Video

- ▣ Enhance, clarify, explain
- ▣ Consider full-screen photos
- ▣ Avoid links to movies..embed instead
- ▣ YouTube blocked @ school



It is a rough road.....

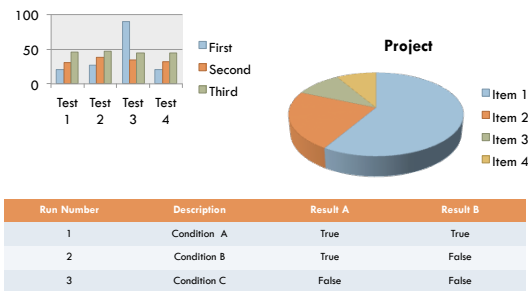


that leads to the heights of greatness

## Resources for photos, videos



## Other visual aids....



## More tips

- Talk to your audience, not your slides
- Don't just read from your slides
- Use spell check but don't rely on spell check
- Use thesaurus for variety
- Check for possessives

## More tips

- JPEG format is best for images. Not sure of format? Get Info
- Screen shot (shift-command-4)
- Save to flash drive or 'cloud'
- Save all files in same folder as presentation (PowerPoint)

### More tips

- Test out your presentation BEFORE your scheduled time
- Have a backup WITH YOU
- Print out your presentation JUST IN CASE

### HELP??

- Senior Project Resources on school website
  - [http://slhs.pasco.k12.fl.us/senior\\_project](http://slhs.pasco.k12.fl.us/senior_project)
- Ms. Ragusa or Ms. Ray in Media Center
  - Contact to set up time
- Schedule for review of final presentation

### Introducing.....

**The Worst  
PowerPoint Ever**

### PREPARATION!

“In business or in football, it takes a lot of unspectacular preparation to produce spectacular results.”

~~Roger Staubach, Hall of Fame Football Player