Session Eight Lesson Plan

Session Overview:

Apprentices finalize their sections of the PowerPoint presentation. Presentation responsibility assignments occur. Apprentices practice presenting their parts without the PowerPoint presentation.

Length: 2 Hours

Learning Objectives:
- Apprentices review appropriate techniques for making presentations.
- Apprentices learn how to manipulate technology to be used in their presentation.

Material and Equipment:
- ❑ Agenda
- ❑ PowerPoint presentations sections to be edited by apprentices
- ❑ Presentation script divided in sections to be assigned to apprentices

Preparation:
- ❑ Make sure that all of the apprentices' PowerPoint presentations are at a point where they will be able to finish by the end of the day.
- ❑ Divide script into sections to be divided among apprentices.
- ❑ Finish your sections of the PowerPoint presentation.
- ❑ Develop and distribute invitations to the WOW.

Roles for Students:
- Time keeper
- Point guard

Lesson Plan Format:

I. Introduction and Context-Setting **Time: 5 Minutes**
- Ritual omitted for time constraints.
- Introduce today's curriculum by having a students read the agenda.

II. Final PowerPoint Edits **Time: 60 Minutes**
- Apprentices will pick up where they left off during the previous session.
- Hopefully, by the end of this session they will have completed all of their slides. This means they will all have the appropriate bullet points, images, graphics and animations that the apprentices want.

III. Snack/Stretch Break **Time: 5 Minutes**

IV. Pick Your Part **Time: 15 Minutes**

- In this section, apprentices select which roles they want to take during the presentation.
- During the trial run of the apprenticeship, all apprentices were required to speak and to run the slide show for part of the presentation. This worked well.
- The partner teams should be responsible for reading their own work and standing at the podium together . Other apprentices should run the PowerPoint presentation for them to provide for a smooth transition.
- Apprentices should split up the responsibilities for CT written and designed slides.
- There are a number of ways to do this. I allowed apprentices to pick the sections that they wanted to be responsible for. Before the next session, I made some minimal adjustments to the order of the people running the computer so that the presentation would flow better. (For example, apprentices should not run the computer immediately before or after speaking, and vice versa).
- Alternately, you can set up all or part of the list yourself, and then allow apprentices to switch parts if they feel so inclined.
- When finished, hand out the individualized presentation scripts to the apprentices who are responsible for reading them so that they can practice at home.

V. Presentation Practice **Time: 35 Minutes**

- Apprentices should read through their parts.
- Review Speak Up! skills.
- Students practice reading their parts aloud in order without using PowerPoint.
- This best done in the auditorium to give the apprentices practice being in a large, formal space. It also makes the need to project one's voice more obvious.