3.00 Presenting in a Digital Environment

# PowerPoint Presentation Plan

# KEY YOUR NAME: Click here to enter text.

# Section 1

***Use the information from the presentation Intro to planning and design to fill in the theory***

1. **The topic**

Click here to enter text.

1. **The purpose of your presentation**

Click here to enter text.

1. **Your target audience**

Click here to enter text.

1. **Choose the method of presentation to be used to target your audience and get your message across:**

Choose an item.

1. **Specifications from the brief (constraints for design including formatting, animation, transition, sound):**

Click here to enter text.

1. **Names of Graphics, text and media files to be used which will need referencing, as well as your own image names:**

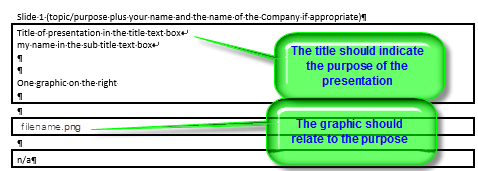
Click here to enter text.

# Section 2

# storyboard

* You must have at least 8 slides (panels).
* Each panel must include the “title” of the slide. The “title” should indicate the contents of the slide.
* Each panel should roughly indicate where objects are placed (text, pictures, etc). Key eg bulleted text on the left, graphic on the right, top right graphic, bottom left graphic etc
* Each panel should demonstrate balance, harmony and sequence.
* Under each slide, list the names of any graphic files you are including and if text from a file is used, list the name of this file also.
* The order of the panels should be consistent with effective communication (make sense! – have a beginning, middle and end! – follow a logical sequence!)

This is an example of what a panel might indicate when filled in:



Fill in the panels on the following pages:

Slide 1 (topic/purpose plus your name and the name of the Company if appropriate)

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Slide 2 Title: Click here to enter text.**

Click here to enter text.

Click here to enter text.

Click here to enter text.

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**Slide 3 Title: Click here to enter text.**

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**Slide 4 Title: Click here to enter text.**

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**Slide 5 Title: Click here to enter text.**

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**Slide 6 Title: Click here to enter text.**

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**Slide 7 Title: Click here to enter text.**

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**Slide 8 Title: Click here to enter text.**

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Click here to enter text.

**Optional extra slide concepts to fill in:**

**Slide 9 Title: Click here to enter text.**

Click here to enter text.

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**Slide 10 Title: Click here to enter text.**

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**Slide 11 Title: Click here to enter text.**

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**Slide 12 Title: Click here to enter text.**

Click here to enter text.

Click here to enter text.

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Click here to enter text.

**Slide 13 Title: Click here to enter text.**

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# Section 3

**Check your presentation- if you can tick all of these items, you SHOULD have achieved your purpose.**

|  |  |  |
| --- | --- | --- |
| **Structure of the presentation (sequence or order of presentation)** | **Yes** | **No** |
| Does the presentation have an introduction slide that presents the topic of the presentation |  |  |
| Does the presentation have at least 7 more slides with information relating to the topic and does the presentation have flow - a beginning, a middle and an end – to ensure effective communication |  |  |

|  |  |  |
| --- | --- | --- |
| **Visual appeal of the presentation (principles of screen layout and information presentation)** | **Yes** | **No** |
| Does the use of suitable background colours make the text easy to see |  |  |
| Are the font sizes, types and colours easy to read and can be seen clearly |  |  |
| Do the bulleted lists make the text easy to read – have you used too much text per bullet |  |  |
| Are there spelling mistakes |  |  |
| Are the layouts of each slide balanced – are they good to look at (pleasing to the eye) |  |  |
| Do the layouts chosen help to get the main points of the presentation over to you |  |  |

|  |  |  |
| --- | --- | --- |
| **Use of Graphics and Sound - optional - Custom Animation, Movies** | **Yes** | **No** |
| Do you feel that the images used help to understand the text in the presentation and are the images clear and not distorted and appropriately sized |  |  |
| Does the sound run throughout the presentation |  |  |
| Does the transition effect help the presentation run smoothly and not distract you |  |  |
| Extra: Do you feel that the animations and/or movies (if used) are relevant to the purpose and do not distract you |  |  |
| Have you complied with copyright requirements for all media used |  |  |

**If you find anything to be changed, make these changes and save your presentation.**

* Your **completed** plan must be

emailed to [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)

**with your completed presentation, the printout to a oxps or pdf file and the 2 graphic files required**