PowerPoint Assignment

Due: Monday February 5th 2012

In partners you will create a 3-5 min. presentation on one of the following topics listed below. Both team members are expected to present. If you choose to go alone, your Presentation will be between 2-4 min. Your presentation will be accompanied by a PowerPoint presentation. You will be evaluated on **BOTH** your PowerPoint and your Presentation skills as well as the content.

The presentation must include content such as facts, supporting news (magazine, newspaper, radio, TV, internet), the impact your subject has on people and society, sample documents, suggestions for prevention, etc.

MUST include all of the techniques we have leant and practiced in class:

* Text (talking points not paragraphs)
* Graphics (linked to the content)
* Professional looking presentation
* Variety of slide layouts
* Transitions
* Animations
* Formatting using a Master Slide

Topics

1. Describe safeguards (e.g., effective passwords, secure websites, firewalls, biometric data) for preventing the unethical use of computers.
2. Describe legal and ethical issues related to the use of computers (e.g., music and video file downloading, spyware, phishing, keystroke logging, packet sniffing, cyberbullying)
3. Research what E-waste is and what it does to our environment. Describe, on the basis of research, how and where recycled electronic waste is processed, and identify local companies and institutions that offer such services.
4. Describe ways in which computers are or could be used to reduce resource use and to support environmental protection measures (e.g., computer modelling to reduce use of physical resources; interpretation of large amounts of environmental data; management of natural resources; programmable temperature control to reduce energy consumption)
5. Identify measures that help reduce the negative effects of computers on human health (e.g., ergonomic standards)
6. Describe the negative effects of computers and computer use on human health (e.g., effects of exposure to radiation, musculoskeletal disorders, eye strain, mental health and behavioural problems created or exacerbated by social isolation)
7. Describe the negative effects of computers and computer use on the environment (e.g., chemicals from electronic waste dumped in landfills – domestic or overseas – leaching into soil and groundwater; unnecessary use of paper; heavy power consumption)
8. Identity theft
9. Describe how electronic access to information (e.g., instant messaging, webcasts, social networking sites, wikis, blogs, video sharing sites) influences our everyday lives, as well as the lives of people in various countries around the world, in both positive and negative ways
10. How portable computing devices (e.g., PDA, cell phone, GPS, laptop) affect our everyday lives
11. Adaptive technologies (text to speach, speach to text, image magnifier, etc); how they improve computer accessibility.
12. The legal issues surrounding the internet.(Should there be laws and/or police?)
13. Computer Addiction (ie: online gambling, dating sites, chatting, etc.)
14. How technology has helped the business world (Webcams, e-mail, websites, etc.)
15. The effects technology have had on remote locations with both education and the work force

Your project will be marked on the attached rubric as well as the presentation checklist

**BTT: PowerPoint Presentation**

**Level 1 Level 1 Level 2 Level 3 Level 4 Level 5**

requirements not met poor completion below average satisfactory above average excellent

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| **Evaluative Tool: PowerPoint Presentation** | **LEVEL** | | | | | |  | **TOTAL** |
| 0 | 1 | 2 | 3 | 4 | 5 | X |  |
| Knowledge and Understanding  Your presentation, with a high degree, clearly demonstrates:   * Understanding of selected topic; * Knowledge of proper PowerPoint Presentation layouts and Formatting * Understanding the effects selected topic has on society |  |  |  |  |  |  | 1  2  1 | /20 |
| Thinking and Inquiry  Your presentation, with a high degree, clearly demonstrates:   * Information that is complete and is enhanced by accurate and   appropriate details   * The use of critical/ creative thinking process, skills, and strategies * Use of planning skills (e.g., focusing research, gathering information, selecting strategies, organizing a project |  |  |  |  |  |  | 1  1 1 | /15 |
| Communication  Your presentation, with a high degree, clearly demonstrates:   * Proper presentation skills * Link between presentation and content on slides * Proper vocabulary and terminology for the level of this course |  |  |  |  |  |  | 1 1 1 | /15 |
| Application  The requirements of the presentation have been exceeded by:   * An interesting PowerPoint presentation * Noticeable effort is demonstrated * There is wholeness about the PowerPoint presentation (it is very well organized and easy to follow/ understandable); the theme is consistent throughout. The introduction clearly identifies the theme. * Techniques learnt in class have been applied to PowerPoint Presentation |  |  |  |  |  |  | 1  1  2  1 | /25 |

**Presentation Skills**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Verbal** | **Eye** | **Body** |
| **Do’s** | ⃝ Enunciation – speaks clearly, pronounces all words properly  ⃝ Volume – everyone can hear your voice  ⃝ Intonation – vary your voice throughout the presentation  ⃝ Pauses / Speed – takes time during presentation and pauses where appropriate | ⃝ roam eyes to the entire audience | ⃝ face class, or move to the side / back to read content  ⃝ stand up straight  ⃝ hand motions in moderation  ⃝ move around during presentation |
| **Don’ts** | ⃝ Enunciation – mumbles throughout the presentation; mispronounces words  ⃝ Volume – too quiet or too loud  ⃝ Intonation – using monotone voice  ⃝ Pauses / Speed – talking too fast or too slow  ⃝ don’t use filler words like um, uh, etc. | ⃝ reads off screen  ⃝ looks at floor, or otherwise avoids eye contact during presentation | ⃝ don’t turn away from audience  ⃝ don’t slouch or sit  ⃝ don’t stand in one spot  ⃝ don’t fidget (ie: play with marker) |
| **Comments** |  |  |  |

**Presentation Format**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Do’s** | **Don’ts** | **Comments** |
| **Text** | ⃝ use large fonts  ⃝ contrast colour to background  ⃝ short bulleted points  ⃝ maximum of 5 bullets per slide | ⃝ small fonts  ⃝ hard to read fonts  ⃝ too many or too long points  ⃝ do not use paragraphs / long sentences |  |
| **Colour** | ⃝ use contrast  ⃝ use complimentary colours | ⃝ don’t use dark fonts with dark backgrounds or light fonts with light backgrounds |  |
| **Layout** | ⃝ images and text have their own area  ⃝ every slide should have a title  ⃝ use the full space provided | ⃝ do not cramp information onto slides  ⃝ do not use images as backgrounds |  |
| **Images** | ⃝ images should be directly linked to content on the slide  ⃝ include a source of where the image is from (note: Google images is not a source!)  ⃝ images need to be clear / crisp (high resolution) | ⃝ images should not distract from content  ⃝ do not put too many images on one slide (too busy looking)  ⃝ unclear or pixelated images  ⃝ do not use watermarks |  |
| **Animation & Sound** | ⃝ DON’T use them | ⃝ Seriously, don’t use them; they only distract from the content. |  |
| **Media** | ⃝ keep movie (or sound) clips short  ⃝ pre-load (pre-save) video files | ⃝ don’t show long clips  ⃝ don’t show irrelevant clips  ⃝ don’t rely on the internet to work (ie: don’t rely on youtube) |  |