

Unit 4 - Presentations

Group Exercise

Process:

- You are making a sales presentation for your business
- As before, your presentation should include pictures, transitions, smart art and animations
- The presentation should have a consistent theme
 - Each slide should look like they all belong in the same presentation
- Use the Slide Master to design key elements of your presentation
- Use the Slide Master to add your company logo to the top-right corner of every slide EXCEPT the title slide
- Use a SmartArt diagram
- Use at least one entrance animation, one emphasis animation, and one exit animation
- Add at least three pictures, and apply picture styles to each of them
 - You must a consistent logo
 - You are encouraged to find lots of pictures online
- Add speaker notes to some or all of your slides to help your presenter remember what to say in the presentation
 - Now it is time to actually put some content here. Try to hit at least one good point per slide about what your presenter should actually say!

Assessment

	R	1	2	3	4
Overall Look	Little to no effort was made on the appearance of the slide show	Slide show looked very cluttered and unprofessional	Slide show looked somewhat cluttered and unprofessional	Slideshow has mostly consistent theme and flows well	Slide show was well-organized and aesthetically pleasing
Sales Pitch	Your sales pitch did not effectively sell your service.	Your sales pitch lacked some key details and/or did not flow properly	Your sales pitch mostly followed the example flow	Your sales pitch was reasonably effective and mostly followed the example flow	Your sales pitch was effective and followed the example flow
Slide Master	Did not apply a logo	Logo is added to slides without using the Slide Master	Logo is added to slides but is in the correct location	Logo is added to the Slide Master according to instructions but looks out of place	Logo is included on the Slide Master and adds visual appeal to the presentation
Presentation Length	The presentation contains less than 4 slides	The presentation contains at least 4 slides	The presentation contains at least 6 slides	The presentation contains at least 8 slides	The presentation contains 10+ slides
SmartArt	Did not add a SmartArt diagram	Added a SmartArt diagram that made the content more obscure	Added a SmartArt diagram that did not improve the quality of the presentation	SmartArt diagram is present and appropriate but missing some details.	Added a SmartArt diagram that enhanced the content of the presentation
Animations	Did not use any animations	Did not use all three types of animation	Used all three types of animation, but they did not enhance the presentation	Used all three types of animation reasonably effectively	Used all three types of animation effectively
Transitions	No transitions were applied	Transitions were applied to some slides	Transitions were applied to each slide, but some were poorly chosen	Transitions were applied to each slide, but at least one was poorly chosen	Appropriate transitions were applied to each slide
Pictures	Used no relevant pictures	Used fewer than three relevant pictures	Used at least three relevant pictures, but applied no styles	Used at least three relevant pictures and applied attractive styles	Used at least five relevant pictures and applied attractive styles
Speaker Notes	Did not add notes to the presentation	Added notes to the presentation without any clear purpose	Added some notes to presentation, but some are not relevant	Added notes to presentation, but some are not relevant	Added relevant and effective notes to presentation