



# PROFESSIONAL PRESENTATIONS AND TEAMWORK

*Low Intermediate*

*Students create and present PowerPoint presentations on their career of interest.*

## Lesson objectives:

- Learn about PowerPoint
- Prepare a PowerPoint presentation on your career of interest

## Warm up

- Before class: write the lesson objectives on the board.
- Ask Ss: What is a PowerPoint presentation? Elicit answers such as *professional presentation software* or *a presentation you give using a computer*.
- Explain that PowerPoint is commonly used in business and that Ss should be comfortable creating and using PowerPoint technology.

## Presentation

- Model a PowerPoint presentation for the class. Focus the presentation on your own career or a career that interests you. Include pictures, quotes, graphs and interesting facts. Speak slowly and clearly as you narrate each slide.
- When you finish, ask Ss: *What did you like about the PowerPoint presentation?* Elicit answers such as *the pictures and graphs gave visual support to your ideas*.
- Divide the class into pairs or small groups according to the Ss' careers of interest. Each group should be no larger than three or four Ss.
- Tell Ss they will be creating PowerPoint presentations about their career of interest. Ask Ss what kind of information they should include in their presentation. Elicit answers such as *average job growth rate, current job openings, required education and certifications, work environment, on-the-job training, similar occupations* etc. Write Ss' answers on the board.

- If your school has a computer lab, tell Ss they will be creating their PowerPoint presentation on computers in the lab. Ensure there is a way to save the Ss' work.
- Give each S a copy of the Activity Worksheet.
- Review the checklist. Encourage Ss to use pictures, graphs and quotes in their presentations and to keep the language simple (a good guideline is no more than seven words across a slide).
- Tell Ss it's important to give the presentation a logical structure. They should create clear transitions between each topic. Walk around and help as needed.
- When they've finished, Ss practice their presentations a few times in small groups.
- Ss then present their PowerPoint to the class. Encourage Ss to take turns speaking, to speak slowly and clearly and to make eye contact with their classmates.
- If your school does not have a computer lab, Ss can work in groups and create handouts for a presentation instead. The handout should include bulleted information about the career of interest and pictures, graphs and quotes.

## Evaluation

- Ss add the completed Activity Worksheet 8D to their Career Portfolio.



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Name \_\_\_\_\_

<b>POWERPOINT PRESENTATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>
1. Does your PowerPoint have pictures?		
2. Does your PowerPoint have one or more quotes?		
3. Does your PowerPoint have a graph?		
4. Does your PowerPoint have a logical structure?		
5. Does your PowerPoint have clear transitions between topics?		
6. Does your PowerPoint teach your audience interesting facts?		