PowerPoint Presentation Plan

# KEY YOUR NAME: Click here to enter text.

# Section 1

1. **The Client**

Click here to enter text.

1. **The topic**

Click here to enter text.

1. **Your target audience**

Click here to enter text.

1. **The method of presentation to be used eg informative or persuasive**

Click here to enter text.

# Section 2 Evaluation & Peer Assessment

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

The content was relevant to the purpose and consistent with the plan, storyboard and design

The colour combinations, text style and accuracy, graphic layout and animations and transition ensured effective communication and met the constraints and purpose

The quantity of slides was 8 slides or more in the correct sequence to ensure effective communication

Transition effect maintained audience attention and met the constraints in the plan

Have all copyright requirements been met eg URLs included where required

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

Now present your presentation to whoever you choose to show it to eg Mum, Dad, partner, classmate, kids, Learning Facilitators at EIT, next door neighbour.

This is called “peer assessment”. A copy of the Peer Assessment checklist is included on the following page for the peer assessor to fill in on the computer.

**Peer Evaluation Form:   
Name:** Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| Are there spelling mistakes |  |  |
| Are the layouts of each slide balanced – are they good to look at (pleasing to the eye) |  |  |
| Does your design help to get the main points of the presentation over |  |  |

|  |  |  |
| --- | --- | --- |
| **Use of Graphics and/or sound and movies** | **Yes** | **No** |
| Do you feel that the pictures used help you to understand the text in the presentation |  |  |
| Do you feel that the sound is relevant to the purpose OR is the hyperlink to the video relevant to the purpose? |  |  |

|  |  |  |
| --- | --- | --- |
| **Presentation performance** | **Yes** | **No** |
| Does the transition effect help the presentation run smoothly and not distract you |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List here **three things you liked** about the presentation  Click here to enter text. | | | | |
| Write here **one thing you would change** or use to improve the presentation  Click here to enter text. | | | | |
| **Overall, how would you rate this person’s presentation?** | | | | |
| Excellent  ☺☺☺ | Very good  ☺☺ | Good  ☺ | Poor  😐 | Very poor  ☹ |

**Check - have you had your peer evaluation filled in?**

Save and close this document. You will email this to nzcc2@eit.ac.nz