

## **EDTE 227 PowerPoint Presentation & Briefing Handout (Due May 4, 2009)**

### **Assignment Overview**

- Prepare a short (5 minute) PowerPoint presentation that outlines a proposed curriculum change/improvement to the Board of Education
- The PPT should be driven by your literature review
- Include a one to two page briefing handout

### **PowerPoint Guidelines**

- You have asked to present a proposal to the Board of Education.
- The exact nature of this proposal is dependent upon your literature review topic, but this is NOT a literature review presentation, it is a proposal. A pitch!
- You have 20 minutes to capture their interest, tell them what the problem is, what your solution is, establish your credibility, and pitch your proposal.
- Now consolidate that 20 minute board presentation into a 5 minute summary PPT for this class.
- Follow Guy Kawasaki's 10/20/30 Rule of PowerPoint: Ten slides, twenty minutes, thirty point font size (at the smallest).
- Since this is just a 5 minute presentation, make it 5 slides maximum.
- In those 5 slides (or less) cover:
  1. The problem
  2. Your solution
  3. Your credibility (based on your grasp of relevant literature)
  4. Summary, and
  5. Call to action
- Do this any way you see fit, in any order, just get it done in 5 minutes.
- Make your points salient and don't read them.
- Show us that you can talk about your points with the authority of a National Boards teacher.

### **Briefing Handout Guidelines**

- This is the handout you leave with board member so they can say: *What was that about? Why should I care? What should I do about it?*
- One page is better than two (but I'll accept two if you really think you need it). You want to capture their interest and remind them of your salient points, then get them to do more (like read your full proposal).
- In a way it follows the same guidelines as your PowerPoint, but don't simply copy the wording as your PowerPoint (these are two distinct media).
- Cite relevant literature but don't overdo it. You want to convey the message that this proposal is grounded in research but you don't want to distract them with extraneous information.
- Prepare 1 handout for each of us.

### **Grading (20 points)**

- Address the 5 PPT elements (problem, solution, credibility, summary, call to action). For each element you cover fairly convincingly, you receive 1 point; for each element you leave us dazzled and wanting more, you receive 2 points. Ten points maximum.
- Answer the 3 board member questions (*What was that about? Why should I care? What should I do about it?*) succinctly, clearly and convincingly and receive up to 10 points.