

**Course Title:** E-Presentation

**Unit Title:** Introduction to Professional PowerPoint Presentations

**Teacher Name:** [Insert teacher name]

**Educational Sector:** Secondary

**Age Range:** 14–15

**Target Learner Profile:** SEMH students with little prior knowledge

**Session Duration:** 45 minutes

Session	Topic	Learning Objective(s)
1	Introduction to E-Presentation	<ul style="list-style-type: none"><li>• Understand what an electronic presentation is</li><li>• Recognise the basic purpose of PowerPoint</li></ul>
2	When to Use PowerPoint	<ul style="list-style-type: none"><li>• Identify appropriate situations to use PowerPoint</li><li>• Compare PowerPoint to other presentation methods</li></ul>
3	Selecting Templates	<ul style="list-style-type: none"><li>• Understand what templates are</li><li>• Select and apply suitable templates for different purposes</li></ul>
4	PowerPoint Properties	<ul style="list-style-type: none"><li>• Identify and adjust basic PowerPoint properties (slide size, orientation)</li><li>• Understand the impact of properties on presentations</li></ul>
5	Making a Front Cover	<ul style="list-style-type: none"><li>• Design and create an effective front cover slide</li><li>• Use images and text appropriately</li></ul>
6	Text Formatting	<ul style="list-style-type: none"><li>• Format text (font, size, colour, alignment)</li><li>• Apply text formatting to enhance readability</li></ul>
7	Using Images and Graphics	<ul style="list-style-type: none"><li>• Insert and position images and graphics</li><li>• Understand copyright and appropriate use</li></ul>
8	Master Slides	<ul style="list-style-type: none"><li>• Understand the role of master slides</li><li>• Edit master slides to apply consistent formatting</li></ul>
9	Basic Animation	<ul style="list-style-type: none"><li>• Apply simple animations to text and images</li><li>• Understand when and why to use animation</li></ul>
10	Transitions Between Slides	<ul style="list-style-type: none"><li>• Apply slide transitions</li><li>• Select appropriate transitions for professional presentations</li></ul>

11	Preparing for Presentation	<ul style="list-style-type: none"> <li>• Organise slides for logical flow</li> <li>• Edit and rehearse presentation</li> </ul>
12	Delivering and Evaluating Presentations	<ul style="list-style-type: none"> <li>• Deliver a simple PowerPoint presentation</li> <li>• Evaluate own and peers' presentations using criteria</li> </ul>

### Differentiation Strategies

- **Dyslexia:** Use clear, sans-serif fonts on handouts; provide instructions both in written and verbal form; allow use of text-to-speech tools; reduce reading load.
- **ADHD:** Break activities into short, manageable tasks; allow movement breaks; use visual timers; provide clear, structured instructions.
- **Autism Spectrum Disorder:** Give advance notice of changes; provide visual schedules; use clear, concise language; allow choice of working alone or in small, familiar groups.
- **Speech and Language Disorders:** Use visual aids and sentence starters; allow alternative responses (e.g. pointing, written answers); provide extra wait time for responses.
- **Emotional and Behavioural Disorders:** Set clear boundaries and expectations; reward positive behaviour; provide opportunities for success; offer a safe space if needed.

### Modifications for Higher Attaining Learners

- Encourage use of advanced features (e.g. hyperlinks, embedded videos, custom animations)
- Assign leadership or peer support roles
- Challenge learners to design presentations for real-world audiences (e.g. local business, school assembly)
- Allow creative freedom in presentation topics and styles

### Modifications for Lower Attaining Learners

- Provide step-by-step guides and templates for each task
- Pair with supportive peers for collaborative activities
- Reduce the number of slides required
- Focus on one skill at a time, revisiting as needed
- Offer regular check-ins and positive reinforcement

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Session Topic	Learning Objective(s)	Lesson Activities	Resources
1	Introduction to E-Presentation	<ul style="list-style-type: none"> <li>• Understand what an electronic presentation is</li> <li>• Recognise the basic purpose of PowerPoint</li> <li>• Starter: Class discussion on what presentations are and where they are used</li> <li>• Teacher demonstration of PowerPoint opening screen</li> <li>• Learners explore PowerPoint interface in pairs</li> <li>• Plenary: Recap key vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive whiteboard</li> <li>• PCs/laptops with PowerPoint</li> <li>• Printed vocabulary sheets</li> </ul>
2	When to Use PowerPoint	<ul style="list-style-type: none"> <li>• Identify appropriate situations to use PowerPoint</li> <li>• Compare PowerPoint to other presentation methods</li> <li>• Group discussion comparing paper, posters, and PowerPoint</li> <li>• Teacher-led scenario activity: Matching presentation methods to real-life examples</li> <li>• Plenary: List benefits and limitations of PowerPoint</li> <li>• PowerPoint examples</li> <li>• Flipchart or whiteboard</li> </ul>	<ul style="list-style-type: none"> <li>• Class brainstorm: When do people use PowerPoint?</li> <li>• Scenario cards</li> </ul>
3	Selecting Templates	<ul style="list-style-type: none"> <li>• Understand what templates are</li> <li>• Select and apply suitable templates for different purposes</li> <li>• Learners choose templates for given scenarios</li> <li>• Pair work: Discuss why they selected each template</li> <li>• Share findings with class</li> <li>• Scenario sheets</li> <li>• Projector</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher demonstration of template selection in PowerPoint</li> <li>• PowerPoint with template library</li> </ul>
4	PowerPoint Properties	<ul style="list-style-type: none"> <li>• Identify and adjust basic PowerPoint properties (slide size, orientation)</li> <li>• Understand the impact of properties on presentations</li> <li>• Learners practise adjusting properties on their devices</li> <li>• Challenge: Make a slide for a poster and one for a screen</li> <li>• Peer review</li> <li>• Step-by-step instruction sheets</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher demonstration: Changing slide size and orientation</li> <li>• PCs/laptops</li> </ul>

- Example slides

5 Making a Front Cover • Design and create an effective front cover slide

- Use images and text appropriately • Teacher demonstration of front cover creation
- Learners create a front cover for their own presentation
- Focus on title, images, and layout
- Peer feedback in small groups • PowerPoint
- Image library
- Printed criteria checklist

6 Text Formatting • Format text (font, size, colour, alignment)

- Apply text formatting to enhance readability • Teacher demonstration of text formatting tools
- Learners practise formatting text on their slides
- Paired activity: Make text readable for different audiences
- Share and discuss • PowerPoint
- Example slides
- Formatting guide handouts

7 Using Images and Graphics • Insert and position images and graphics

- Understand copyright and appropriate use • Teacher demonstration: Inserting images
- Learners find and insert images for their front cover and content slides
- Mini-lesson on copyright
- Group discussion: What makes an image suitable? • PowerPoint
- Internet access
- Copyright guide sheets

8 Master Slides • Understand the role of master slides

- Edit master slides to apply consistent formatting • Teacher demonstration: Accessing and editing master slides
- Learners practise changing backgrounds and fonts on master slide
- Apply changes to all slides
- Plenary: Discuss benefits of master slides • PowerPoint
- Step-by-step master slide guide
- Example presentations

9 Basic Animation • Apply simple animations to text and images

- Understand when and why to use animation • Teacher demonstration: Adding entrance and exit animations

- Learners add animations to their own slides

- Group discussion: Which animations are distracting/appropriate?

- Animation show-and-tell • PowerPoint

- Animation instruction sheets

- Example animated slides

10 Transitions Between Slides • Apply slide transitions

- Select appropriate transitions for professional presentations • Teacher demonstration: Slide transition options

- Learners add transitions to their presentations

- Discuss when transitions can be overused

- Peer review: Assess for professionalism • PowerPoint

- Transition guide handouts

- Checklist for professional transitions

11 Preparing for Presentation • Organise slides for logical flow

- Edit and rehearse presentation • Teacher demonstration: Reordering and editing slides

- Learners organise their slides and rehearse with a partner

- Checklist activity: Tick off key presentation elements

- Plenary: Share tips for presenting • PowerPoint

- Editing checklist

- Peer review sheets

12 Delivering and Evaluating Presentations • Deliver a simple PowerPoint presentation

- Evaluate own and peers' presentations using criteria • Learners deliver their presentations to the class

- Use peer and self-assessment sheets

- Group discussion: What went well, what could be improved?

- Certificates or rewards for participation • PowerPoint

- Evaluation sheets

- Certificates/rewards

- Projector

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