16. DESIGNING EFFECTIVE PRESENTATIONS

What is it?

Presentations can be created using a variety of applications to design styles or layouts that combine information and visuals. Presentations are made up of slides where each slide communicates a part of a bigger story, message or research.

How can you use it?

Presentations can be used in a variety of ways.

You can use them for classroom teaching to:

- design visual stories for your lessons
- display visuals to support teaching
- play slide-based activities
- plan lessons.

You can use them for professional development to:

- present ideas or action research at conferences
- train other teachers at workshops
- facilitate a webinar
- share what you've learnt with colleagues.

Effective presentations

Presentation Dos	Presentation Don'ts
Plan one main idea per slide with a maximum of six bullet points with six words per point.	Overuse animation and slide transitions.
Use appropriate visuals that support your ideas.	Use your slides like an information-dump with lots of bullet points.
Organise your information in tables.	Copy other people's work without acknowledging (this is called plagiarism). If you are using content or visuals that you have not designed, always name the source.



This guide uses Quick Response (QR) codes. To scan these codes, look for the app in Google Play or App Store and download it for free. To access resources, open the app and hold it above a QR code.







Designing effective presentations

While there are many applications that can help you design slides, **Google Slides** is a free easy-to-use online tool that also works as a smartphone app.

Using Google Slides

Choosing templates

You can insert new slides by clicking the plus sign at the top of the screen and by selecting 'blank' or a readymade template. There are interesting education templates including slides for a lesson plan and a field trip.

Inserting images and other media

The insert menu also allows you to select pictures, videos and shapes which can be included in your slides. You can also search for images on Google and insert them directly into your slides.

Using tables

Tables are useful for organising and presenting complex information. You can create a table from the 'Insert menu' and create a table.

Working with fonts, themes and colours

Using a consistent font style, size and colour will help your slides look more professional. You can do this by highlighting text and using the toolbar at the top. You can also use pre-set themes which are provided on the right.



Scan this QR code to watch a video tutorial on designing effective presentations.

This guide is linked to the British Council CPD Framework for Teachers.

It develops the professional practice: Integrating ICT:

- Using technology in the production of teaching and learning materials.
- Developing effective strategies for resolving potential technical issues.







