

# Extended Project Qualification Online Workshops

## Notes for teachers

<b>Title of workshop</b>	Effective Presentation
<b>Length</b>	45 - 60 minutes
<b>Learning Objectives</b>	<p>During this session students will:</p> <ul style="list-style-type: none"> <li>• Explore presentation skills, through activities that investigate students' strengths and weaknesses in public speaking</li> <li>• Begin Planning and preparing for their post-report EP presentation.</li> <li>• Take away handy 'do's and don'ts' for effective presentation</li> <li>• Consider how to handle the questions asked during and after the presentation</li> </ul>
<b>Materials required</b>	<ul style="list-style-type: none"> <li>• Blank paper: A4 and also some larger if available (one sheet of each per person)</li> <li>• Printed 'Activity 1' worksheet, 1 per person.</li> <li>• Printed 'Activity 2' worksheet, 1 per person.</li> <li>• Printed 'Activity 3' worksheet, 1 per person.</li> <li>• (Optional) coloured pens</li> </ul>
<b>Activities included</b>	<p>This session includes a number of short exploratory activities, conducted in pairs and groups of up to 3-4.</p> <p><b>Activity 1: How do you feel about talking?</b> (10-15 mins) This is a reflective exercise to realise the student's strengths and weaknesses about giving a presentation. The length and depth should be determined by the time available and the needs of each individual group. Work in pairs</p> <p><b>Activity 2: Know your audience!</b> (5-20 mins) Presentation practice that emphasises the importance of adapting presentation style and content to the audience. Work in groups of up to 3-4 students. This activity can easily be either lengthened or shortened.</p> <p><b>Activity 3: How prepared are you?</b> (10-20mins) This exercise allows students to consolidate what has been covered in the session, and begin preparation for their presentation. This is an optional activity which could be used as home work exercise.</p>
<b>Session most relevant to students producing project type</b>	<p>Dissertation</p> <p>Investigation</p> <p>Artefact</p> <p>Performance</p>