

USING MULTIMEDIA TO ENHANCE A PRESENTATION

(To be used in conjunction with the assessments developed for Standard 4A.J and Standard 4B.J)

Performance Standard 5C.J

The student will develop a multimedia presentation to accompany the speech developed for Standard 4B.J (Let Me Tell You About My Career) and will present the speech with the multimedia accompanying and enhancing the presentation accordingly:

- *Using available technology*: maintain clarity of format; eliminate unnecessary pauses or breaks in the sequence of the presentation.
- *Selecting/Documenting information*: support the appropriate points (sequenced) in the speech; identified sources of information.
- *Integrating multimedia presentation w/speech*: explain the application of information in the presentation.

Procedures

1. ***In order to apply acquired information, concepts and ideas to communicate in a variety of formats (5C)***, students should experience sufficient learning opportunities to develop the following:

- Use multiple reliable sources to develop and support major ideas in an oral or multimedia presentation.
- Choose, evaluate and use multiple primary and secondary sources.
- Organize, edit and revise information for presentation to an audience.
- Design and present to an individual and/or group a written, oral, video or multimedia project that:
 - Effectively communicates the intended message;
 - Engages the audience's interest;
 - Establishes and maintains a focus;
 - Organizes around a structure appropriate to purpose, audience and context;
 - Elaborates ideas through facts, details, description, analysis and narration;
 - Cites or credits sources appropriately; and uses self, peer or teacher feedback where appropriate;
 - Shows synthesis of multiple sources with new ideas/concepts generated.

Many employees often have the opportunity to convey information to others through a speech that is enhanced by the use of multimedia technology. This is an important skill to possess. This assessment aligns with the Administrative Support Cluster occupational skill standards 82 (Document Processing/Locate and retrieve information from a variety of electronic sources) and 88 (Computer Applications/Assemble slide show, speaker notes and handouts of slides using presentation software). In addition, this assessment aligns with Illinois Workplace Skills A7 (Developing an Employment Plan/Identify career information from counseling sources), B1 (Seeking and Applying for Employment Opportunities/Locate employment opportunities), B2 (Seeking and Applying for Employment Opportunities/Identify job requirements) and B3 (Seeking and Applying for Employment Opportunities/Locate resources for finding employment).

2. Have business students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Each student will be familiar with the multimedia resources available from the school or community.
4. Each student will use Microsoft PowerPoint (or similar presentation software) for the presentation.
5. Each student will have an opportunity to practice the development and use of the appropriate multimedia format.
6. Each student will be familiar with research resources in the school and community.
7. Each student will research the subject of his/her oral presentation to find and develop the points to be presented in the speech and the accompanying media.
8. Each student will organize and document the information gathered in the research step.
9. Each student will present his/her speech complete with the multimedia support.
10. Evaluate each student's performance using the rubric. Add each student's scores to determine the performance level.

Examples of Student Work

- [Meets](#)
- [Exceeds](#)

Time Requirements

- One to two class periods

Resources

- Presentation software and computer or other equipment needed for presentation
- Using Multimedia to Enhance a Presentation Rubric

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NAME _____ DATE _____

- Exceeds standard (must receive 11 - 12 total points)
- Meets standard (must receive 8 -10 total points)
- Approaches standard (must receive 5 - 7 total points)
- Begins standard or absent (must receive 3 - 4 total points)

	Use of Available Technology	Selection/Documentation of Information	Integration of Multimedia Presentation w/Speech
4	<ul style="list-style-type: none"> • The information format is consistently clear and easy to understand. • No unnecessary pauses or breaks occur in the sequence of the presentation. 	<ul style="list-style-type: none"> • All information included in the presentation supports the appropriate points (sequenced) in the speech. • All sources of information are properly identified. 	<ul style="list-style-type: none"> • The application of all information in the presentation is explained clearly.
3	<ul style="list-style-type: none"> • The information format is usually clear and easy to understand. • Some unnecessary pauses may occur in the sequence of the presentation. 	<ul style="list-style-type: none"> • Most information included in the presentation supports the appropriate points (sequenced) in the speech. • Most sources of information are properly identified. 	<ul style="list-style-type: none"> • The application of most information in the presentation is explained clearly.
2	<ul style="list-style-type: none"> • The information format is sometimes clear; some confusion may occur. • A few major breaks may occur in the sequence of the presentation. Some points may be out of sequence. 	<ul style="list-style-type: none"> • Some information included in the presentation supports the points (sequenced) in the speech. • Some sources of information are properly identified. 	<ul style="list-style-type: none"> • The application of some information in the presentation is explained; some confusion may be evident.
1	<ul style="list-style-type: none"> • The information format is unclear; significant confusion occurs. • Significant pauses or breaks in the sequence occur. Points follow no logical sequence. 	<ul style="list-style-type: none"> • Little or no information included in the presentation supports the points (sequenced) in the speech. • Few or no sources of information are properly identified. 	<ul style="list-style-type: none"> • The application of little or no information in the presentation is explained. OR • The application of the information may be lacking.
Score			