

Learner Full Name: _____

School: _____ Class: _____

Workstation Device: _____ Station #: _____

Session 24: Presentation Delivery & Public Speaking

In Session 23, you built your first 3-slide presentation on clean community water. Today, you will learn how to bring your slides to life using **Transitions** and **Animations**, how to drive your slide show using secret keyboard controls, and how to deliver your talk with **confidence and strong stage presence**!

1. Plain Talk: The Stage Curtain vs. The Actor

TRANSITION (The Stage Curtain)

A transition is the visual effect that happens when you move from **one whole slide to the next slide**.

Analogy: Opening or closing the physical theater curtain between Scene 1 and Scene 2.

Examples: *Fade, Push, Wipe.*

ANIMATION (The Actor on Stage)

An animation is movement applied to a **single item inside a slide** (such as one line of bullet text or a photo).

Analogy: An actor walking onto the stage while the curtain is already wide open!

Examples: *Appear, Fade, Fly In.*

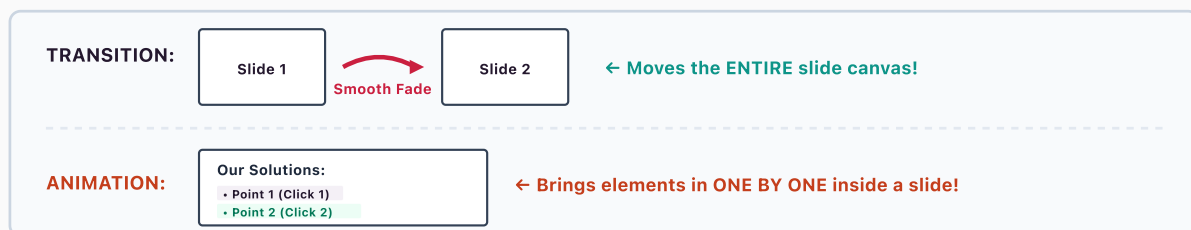


Figure 24.0: Transitions move between whole slides; Animations reveal individual points inside a single slide.

2. The "No-Carnival" Rule for Animations

AVOID CIRCUS CLOWN ANIMATIONS!

Beginners often make words spin in circles, bounce like rubber balls, or zoom in with screeching tire sound effects. This distracts the audience and makes your school presentation look childish.

The Professional Rule: Stick to simple, gentle effects like "**Fade**" or "**Appear**". Use animation only when you want to hide points so the audience doesn't read ahead of you!

1. Keyboard Shortcuts to Drive Your Talk

When you stand in front of your class, you do not want to hunt for tiny on-screen buttons with a mouse. Learn these essential keyboard steering keys:

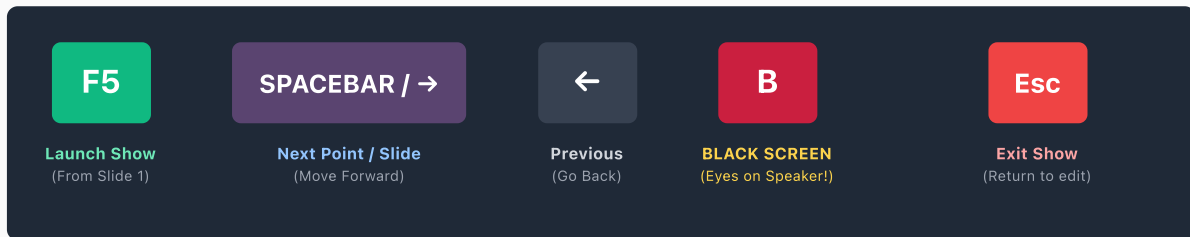


Figure 24.1: Master keyboard controls for running a live slide show seamlessly.

2. The Secret "B" Key: All Eyes on You!

💡 THE PROFESSIONAL SPEAKER'S SECRET WEAPON:

Sometimes during your talk, you want to tell a personal story or make an important community plea, but the audience is distracted reading your slide.

Tap the letter **B on your keyboard once!**

The entire projector screen turns pitch black. The audience has nothing to look at except **YOU!** When you are ready to show your slides again, tap **B** a second time and your slide returns instantly.

3. Check Your Knowledge

Scenario: You are presenting Slide 2 and a teacher asks you to re-read a point from Slide 1. Which key on your keyboard do you tap to jump backward?

1. The Three Pillars of Great Delivery

A brilliant slide deck with a terrified, silent speaker will fail. An average slide deck with an enthusiastic, clear speaker will succeed! Focus on these three pillars:

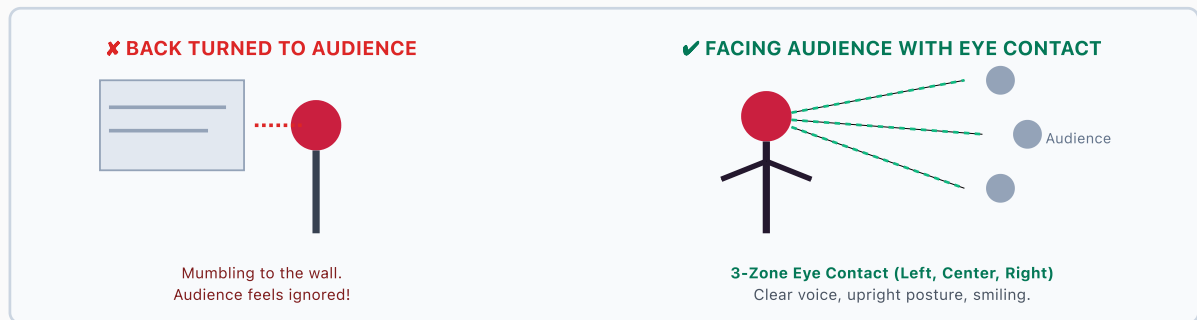


Figure 24.2: Stand tall and face the audience. Look at people, not the projection wall!

2. Delivery Secrets: Pacing & Voice

Pillar	The Trap to Avoid	What a BIH Tech Leader Does
1. Pace	Rushing through words like an express tro-tro because you are nervous.	Breathe. Pause for 2 seconds after each major bullet point to let ideas sink in.
2. Volume	Whispering so only the front desk can hear you.	Speak from your chest so the student at the very back of the classroom hears every word.
3. Eye Contact	Staring at your shoes or reading word-for-word from your laptop.	Sweep your eyes slowly: look at the left row, then center row, then right row.

1. Ethical Presenting: Citing Your Sources

In tech and academia, using someone else's statistics or photos without giving them credit is wrong. Always add a small, subtle **Source Citation** at the bottom of your slide:

Water in Our Schools (Practice Slide)

- 6 out of 10 schools in our pretend survey have a working tap
- Storage tanks need regular cleaning to keep water safe

Source: Practice data (made up for this exercise)

← Small 8pt Source Footnote builds T

Figure 24.3: A small footer tells the audience where each fact came from. These numbers are made up for practice, so the footer says so honestly.

2. How to Handle Questions from the Audience

When you finish your talk, teachers and classmates will raise their hands to ask questions. Follow the **3-Step Question Method**:

1 Listen Carefully: Do not interrupt the questioner. Wait until they finish speaking completely.

2 Say "Thank You": Start with: *"Thank you, Mr. Mensah, that is a great question."* This gives your brain 3 seconds to think!

3 Answer Simply (or Admit You Will Research):

If you know the answer, state it clearly in 1 or 2 sentences.

If you don't know: Never make up lies! Say: *"That is an excellent point. Our team has not tested that yet, but we will research it for our next session."*

1. Lab Workout: Polish, Animate & Deliver

Work with your workstation partner to polish your 3-slide deck and rehearse live:

1 Open Existing Presentation:

Launch your software → Open Safe_Water_AmaMensah.pptx from your BIH_Practice folder.

2 Add a Subtle Transition:

Click the **Transitions** tab on the Ribbon → Select **Fade** → Click "**Apply to All**".

Now every slide glides in smoothly!

3 Add Bullet Animations to Slide 3:

Go to Slide 3 (Action Steps). Click inside the bulleted text box.

Click the **Animations** tab → Select **Appear** or **Fade**.

Test: When you run the show, each action point appears only when you click!

4 Add a Source Citation:

On Slide 2, insert a small text box at the very bottom rim.

Type the real source you looked up with your mentor (name and year), or, if your numbers are examples, Source: Sample data (made up for practice). Set font size to **8 pt** and colour to grey.

5 Live Rehearsal (Swap Roles!):

- **Round 1:** Student A stands tall, presses **F5**, and delivers the 3-slide presentation (90 seconds). Practice using the **B** key on Slide 2!
- **Round 2:** Student B evaluates Student A using the rubric on Page 6.
- **Round 3:** Swap roles and repeat!

2. Quick-Fire Rehearsal Timer

Slide	What to Say Out Loud	Recommended Time
Slide 1 (Title)	Introduce yourself, your club, and your topic with a smile.	20 seconds
Slide 2 (Problem)	Explain why dirty water hurts students and missed classes.	40 seconds
Slide 3 (Solution)	Present the 3 actions. Make a call to action!	30 seconds

1. Peer Evaluation Rubric (To Be Filled by Your Partner)

Evaluate your partner's live presentation honestly and constructively:

Presenter Name: _____ **Evaluator:** _____

Presentation Skill Observed	Needs Work	Good Job!	Superstar! ★
Eye Contact: Did they look at the audience instead of staring at the wall?	☐	☐	☐
Voice & Pacing: Was their voice loud, clear, and calm (not rushed)?	☐	☐	☐
Slide Design: Were the slides clean and readable using the 6x6 rule?	☐	☐	☐
Control: Did they steer the show smoothly using keyboard shortcuts?	☐	☐	☐

One thing my partner did brilliantly:

One tip to help my partner improve next time:

2. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of this session:

Presentation Delivery Competency	With Help	Almost Alone	All By Myself!
1. I can explain the difference between a Transition and an Animation.	☐	☐	☐
2. I can control a live slide show using F5, Spacebar, Arrow keys, and B.	☐	☐	☐
3. I know how to maintain 3-zone eye contact and avoid turning my back.	☐	☐	☐
4. I can add source citation footnotes to give credit for facts and images.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____