Reviewing

Now that your group has finished creating your presentation, you need to review your work and make any changes. You also need to practice giving your presentation to make sure that it lasts about 10 minutes, everything works properly, and each group member knows his or her role during the presentation.

Meet as a group, and review the following steps:

1. Practice your presentation from start to finish.

2. As you practice, make sure all group members speak slowly and clearly so the audience will be able to understand you and your ideas.

3. Make sure your presentation and any associated links, transitions, video, animation, and sounds work properly on the presentation computer.

4. Print any materials that you will need for the presentation.

5. Talk about any questions that you think the audience might ask, and come up with answers in advance.

6. Save your work as directed.

Toward the end of today's class session, think about the presentation you practiced, and make sure it has the following elements:

- Ideas that are clear, well-researched, and convincing

- Information that is organized with a beginning, middle, and end

- Pictures, words, documents, worksheets, and charts that are easy to see and read

- Similar fonts, colors, and other visual elements that make the parts of the presentation look like they belongs together

- Technology that works in the way it was intended

- Participation by all members of the group

If any elements are missing, add them to the presentation now. Share your presentation materials with your teacher. Make any desired changes based on the feedback you receive. Remember to save your work when you are finished.

Before the class session ends, discuss your answers to the following questions:

- What encouragement or help did you give to the group?

- What encouragement or help did you receive from the group?

- What is your favorite part of the presentation? Why?

- What are some ways your group works well together?

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