Issues in Computer Science Presentation Instructions

1. **Obtain your topic from Mr. Pavao.**
2. **Gather research about your topic and record relevant information in a Google document.**
   a. At this stage, you do not need to worry about editing or condensing the information.
   b. Begin your research by simply plugging your topic into the Google search bar word-for-word. Most of your information will come from the results of this search.
      i. The best website to visit first is Wikipedia. However, only use Wikipedia to gain a general overview of your topic, and never cite it. Listed at the bottom of every Wikipedia page is a collection of links to websites which were used to write that specific Wikipedia page. Use these links to find websites with great information that you can cite in your presentation.
   c. Read the entire web page. It might seem that you can skim the page to find only the important information to save time, but this way you might skip some of the important stuff. The only way to figure out what's important and what isn't is by reading all of it and then figuring out which parts have the most value to you.
   d. Keep in mind that you want to use credible sources. Website suffixes like .gov, .org, .edu, and .net are ideal, although plenty of .com websites also work well.
   e. When recording information in your Google document, paraphrase the information and remember to record the source you use.
   f. Gather information from a variety of sources. Diversify your portfolio of material in order to gain more information and increase the credibility of your presentation.
   g. There are three specific points within your topic that you must address in your presentation to receive full credit. Of course, this is Computational Thinking, so you will not know what they are. The more research you gather however, the greater your chances are of locating these points. They will be essential to your topic, so continued research should reveal them. If you are stuck and cannot locate the points, you can exchange tokens in exchange for hints. Below is the cost of these hints
      i. First hint: 1 token
      ii. Second hint: 2 tokens
      iii. Third hint: 3 tokens
   If you decide to purchase hints, consider doing so one at a time because you may encounter one of the other points while researching about the one you purchased. When you receive the hint, write it word-for-word in your Google document so

you always have it available. Now perform another Google search including your topic and your hint paraphrased. Recall the information listed above and assemble meaningful information in your Google document. Repeat this process for each hint.

3. **Create an outline at the top of your Google document.**
   a. Start with your topic at the top of the outline. Beneath your topic, identify what your three main points are. Define and explain your main topic and three points thoroughly using the research you gathered. If you did not put the information in your own words when you gathered it, do so now. This is the time to edit your information and improve it to the best of your ability. Whatever information you write in your outline is what you'll be saying in your presentation, so make sure you demonstrate your knowledge thoroughly.
   b. Your presentation should be five to six minutes long, so read through your outline as if you were presenting and time how long it takes. If you are under five minutes, add content. If you are over six minutes, cut out content and keep only essential information.

4. **Create a Google slides presentation.**
   a. **Note:** If you're not doing a presentation with slides, this step won't apply to you, but you'll more or less follow the same steps with whatever medium you choose.
   b. Choose a professional theme, but do not spend much time editing your presentation's appearance. Your main focus should be on the content of your presentation.
   c. On your title slide, list your topic. Create three following slides and label each slide with one of your three points.
   d. Using the outline you created, convert the information you gathered into a bulleted list of concise statements on your presentation slides. Do not write full sentences on your slides. The purpose of your presentation is to aid your speech, not for your speech to rely strictly on what's written on your slides.
   e. After you finish writing text on your slides, add some pictures relevant to your topic to enhance your presentation. Again, do not spend much time editing your presentation's appearance.
   f. Review your presentation to ensure you do not have spelling or grammatical errors. Make sure your bulleted points are clear and concise.
   g. Share your presentation with Mr. Pavao so you can access it faster when you present.

5. **Create note cards.**
   a. You can have as many note cards as you desire. In the top right corner, number the cards in order as you create them so you do not mix them up.

b. Do not use the back of your note cards, as then your audience will see the text written on the other side while you are presenting.

c. When making your note cards, do not rush. Note cards are a crucial tool so you want to make sure you do them right.

d. Pick whatever style of note card appeals to you. White note cards are usually the easiest to read from, but if colored note cards are more helpful for you, use them. In addition to color, you can select the size of the card and whether or not the cards have lines.

e. You have two options regarding the information on your notecards. Choose whichever one is easier for you.

    i. Put your information in a bulleted list.

    ii. Have a script of everything you will say.

In both cases, consider highlighting the start of your bullets or the first word in your sentences in order to make it easier to locate them when presenting.

f. You also have two different options for how to construct your notecards. Choose whichever one is easier for you.

    i. Handwrite your note cards.

    ii. Format your outline from step three so that it will fit horizontally on a notecard, print, cut, and glue it directly to the card.

        1. To format your cards, first print out your outline.

        2. Find the first line of text in your outline that utilizes the entire width of the paper.

        3. Place the top horizontal edge of one of your blank note cards directly underneath that line of text with the top left corner of your note card at the point where the text starts in that line.

        4. Locate the top right corner of the note card and move approximately a centimeter left along the top of the card.

        5. From that point, mark a vertical line through the line of text above your note card.

            a. If the line you drew intersects a word, move left along the line of text until you reach the first break between words. Redraw your vertical line there and erase the first line you drew.

        6. Now return to your online outline. Locate the point where you drew your vertical line on the paper copy and put your cursor in that spot.

        7. Press "Enter."

        8. Put your curser back where you drew your line on the paper copy of your outline.

9. Press the down arrow on your keyboard.
    a. If your cursor intersects a word, move left using the left arrow key on your keyboard until you reach the first break between words.
10. Press "Enter."
11. Repeat steps eight through ten until you have edited all necessary lines of text, pressing the down key in step nine until you reach a line of text that you have not edited yet.
12. Print out your outline.
13. Cut the text into sections that will fit onto your note cards.
14. Glue the text onto your note cards. A glue sticks will yield the best results.
15. If you make any small changes to your script later when practicing, write the changes in manually because your eyes will get used to the position of the words as they are now, and changing the format will only cause you to get lost later.

6. **Rehearse your presentation.**
    a. This is one of the most important aspects of your presentation. If you do not communicate your information well, the hard work you spent gathering information will be for nothing and your classmates will not learn from you.
    b. When practicing your presentation, you have two different options. Either practice with the slides or without. Choose whichever one is easier for you. You're not supposed to be reading off of the slides, anyway, so you're good either way (just make sure you're not reading straight off the cards, either).
    c. Every minute of your presentation requires approximately 30 minutes of preparation. Since your presentation is five to six minutes long, your total preparation time should be around 2.5 to 3 hours.
    d. Prepare over multiple days. This will help the presentation stick in your long-term memory. Try preparing for one hour the first night, another hour the second night, and half an hour to an hour on the night before you speak to the class. Be sure to practice your presentation at least once the night before or on the day you give it to the class.
    e. When initially practicing your presentation, feel free to rely on your notecards. However, as you feel more comfortable, decrease your dependence on your note cards. The less you use your note cards, the better prepared you will look to your audience. That said, do not sacrifice your presentation's quality over tossing your note cards. Do not throw away your note cards no matter how well you have memorized your presentation. You will be anxious when presenting to the class

and you are therefore likely to forget information. When you do, your note cards will be there for you.

    f. See step seven for advice about performing that you can practice ahead of time.

7. Present to the class.

    a. Face towards the audience and only turn your body slightly sideways to press the smart board and transition to the next slide.

    b. Do not read from your slides. If you have trouble keeping your eyes away from the screen, pretend the smartboard is off and that the class is only looking at you.

    c. Hold your note cards with one hand. Touch the note cards with your other hand only when flipping to the next card.

    d. Do not crumple or crush your note cards. This shows the audience that you are nervous.

    e. If you explain any pictures in your presentation, gesture to them with your free hand. If there is an important point that you want to emphasize, you can gesture to it as well.

    f. Do not use your hands excessively. Use them only to emphasize specific points. When you do use your hands, make sure your motion is not so small that it looks weak, but not so large and forceful that it looks staged and awkward.

    g. Be natural. Just be yourself and pretend the people in the audience are your friends. The reality is that most of your classmates will be stressing about their own presentations, so they won't even be fully engaged in yours.

    h. Ask one or more of your friends or family to act as a practice audience. Ask for their feedback on how to make your presentation better.

    i. If you make a mistake, move on. It happens to everybody and although it feels like the end of the world, it's not. You can't go back in the past to fix it, so brush it off and focus on acing the rest of your presentation.

    j. Speak loudly. Ensure everyone in the room can clearly hear you.

    k. Look your audience in the eye. Good eye contact is crucial to building a connection with your audience.

    l. Do not be afraid to move around. Movement can be a great way to transition between points.

    m. Slow down. You are likely to speak faster to the class than you did when practicing, so calm down and take a breath.

    n. Smile. You will feel more comfortable and you'll make your audience feel more comfortable as well.