



## SPECIFIC LEARNING DIFFICULTIES ASSOCIATION OF SOUTH AUSTRALIA INCORPORATED

**Clever Schools and Clever Homes create clever kids- best practice for supporting all students particularly those with learning difficulties**

Our tips are posted regularly and include strategies for teachers and parents. They are not mutually exclusive.

### **Clever Byte #11: PowerPoint for oral presentations**

Presenting an oral speech can be terrifying for students with specific learning difficulties (SLDs); many students feel scared when they are expected to stand in front of an audience to give a speech or oral presentation.

When presenting a speech or oral presentation students require a combination of the following;

- ability to remember what they have planned to say
- ability to clearly articulate their ideas and thoughts
- self confidence

Students who struggle with the above may have one or a combination of the following difficulties;

- short term memory issues
- a speech impediment
- acute shyness
- anxiety
- SLDs including Dyslexia, Aspergers/autism, language disorder

The following steps look at a means of differentiation that allows students to prepare a speech with PowerPoint that can later be used in front of an audience.

#### **Step 1: Focus the student on the topic of discussion.**

To feel confident when speaking publicly, students need to be comfortable with the content of what they are going to speak about and the language used within the topic area;

- explore what students already know about the topic
- watch videos or YouTube clips to hear the language in use
- research the topic (using text-to-speech if needed)

This can be done in whole group, small group or paired activities.

Take this time to focus students' attention on what a 2 minute speech looks like and how much information they will need to gather.

## Step 2: Brainstorm a topic for each slide.

When a student begins to plan their PowerPoint presentation they need to have clear ideas of the information they need to discuss in their speech.

Model the use of a simple planning tool, such as a six box structure to help them;

- choose a focus for each slide – this is done by choosing a question or heading for each slide
- capture the ideas they will need to convey and the words they will need to use in their speech for each slide – dot points with keywords

<http://speldsa.files.wordpress.com/2012/09/6-box-template.pdf>

Topic __ PowerPoint for Oral presentations __ Date __ 23/02/14 __	
Who can be helped by learning to use PowerPoint in oral Presentations?	What is the first step to create oral presentation in PowerPoint?
Students who struggle with <ul style="list-style-type: none"><li>• short term memory issues</li><li>• a speech impediment</li><li>• acute shyness</li><li>• anxiety</li><li>• SLDs including Dyslexia, Aspergers/autism, language disorder</li></ul>	

## Step 3: Create the slides and record the dialogue

Create each slide with a prompting set of keywords, question or picture and then create the sound file.

There are two different ways of creating the sound file for the speech;

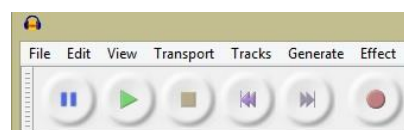
- straight into PowerPoint
- using Audacity so they can edit the speech file until perfect

### Instructions for recording in PowerPoint

1. Click on the insert tab
2. Go to audio/record audio
3. Practise what you are going to say
4. Click on the red record button and record your idea
5. Click stop (square black button)
6. Click the play button (black triangle) to check you are happy with what you recorded
7. Click save if you want to keep the file or cancel if you want to re-record the idea
8. Drag the sound icon that has now been created to any part of the slide that is out of the way of the visual elements

### Instructions for recording in Audacity

1. Ensure you have free Audacity on your computer  
<http://audacity.sourceforge.net/>
2. Open the program, orient the student to the, red – record button, green- play button, blue – pause button, yellow – stop button, the edit – undo selection
3. Practise what you are going to say
4. Click on the red record button and record your idea
5. Click stop (square yellow button)
6. Click the play button (green triangle) to check you are happy with what you have recorded
7. Select portions you think shouldn't be in the recording, e.g. "Umm", listen to the portion selected, delete to remove from recording
8. Listen to recording, if you would like to say more, go to the end of the selection and repeat steps 3 – 7
9. When you are happy with the segment you have recorded, go to file/export file/ save as a .wav or .mp3 file, make sure you know where you saved it.
10. This file is now ready to be imported into PowerPoint

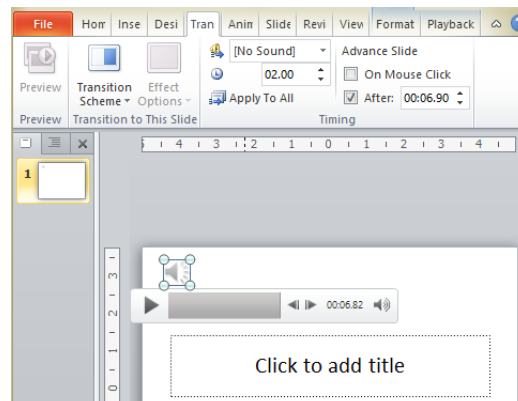


## To insert a pre-prepared sound file (e.g. .wav or .mp3 file) into PowerPoint

1. Click on insert tab
2. Go to audio/ audio from file
3. Select your pre-recorded sound file, click insert

## Step 4: Making an audio file play in PowerPoint and transition to next slide when speech created for the slide has finished

1. Click on transition tab
2. Advance slide/un-tick, On Mouse Click/tick, After
3. Click on the sound file and play, for the files length
4. Put the length in the time position next to After
5. Click the animation tab/ highlight the sound file/click on play (green triangle in icon bar)
6. You should now see a small number next to the sound file and the sound will transition when the PowerPoint is in presentation mode



## Step 5: Allow student to practice presenting the speech to a friend

To help with the student's confidence, allow the student the opportunity to trial presenting the PowerPoint oral speech to a peer they feel comfortable with.

## Step 6: Present the oral presentation to an audience

In this step the student has an opportunity to present what they know and meet the curriculum requirement for students to perform oral presentations as a form of assessment.

During this process it is important;

- to ensure the student is taught to do the above steps independently
- to have the opportunity to ask the student about what they talked about in their presentation once it has been delivered
- to offer feedback so that students have opportunity to improve
- that other students are also offered such an opportunity for delivery of their oral presentations
  - so that it becomes an acceptable method of delivery of speeches
  - hopefully discouraging the teasing/bullying factor that occurs when students work differently from others
- to offer the chance of delivering an oral presentation in a classic style if the student's confidence allows at a later time

This method of allowing a student to give an oral presentation has been used successfully with a number of students. It was used to allow a student to create a speech for their Year 10 learning project and to give confidence to much younger students as they create talking books.

If you would like staff or SSO training in this method, contact Sandy Russo at [info@speld-sa.org.au](mailto:info@speld-sa.org.au) to organise a hands-on workshop.