**Marking Memo for Unit 06**

# Unit 6: Integrating presentation software into teaching

# Required Unit Competency:

The participant will be able to:

* Define what presentation software means;
* Discuss the benefits of using Microsoft PowerPoint as a teaching tool;
* Create your own presentation using guidelines provided.
* Use PowerPoint to present a topic within your subject area.

# Assignment Instructions:

1. Choose a topic that you are currently covering with your class in your subject matter area.
2. Open a new PPT presentation on your laptop.
3. Choose a theme that you think would work well.
4. Add your information to the various PPT slides (remember the do’s and don’ts).
5. Edit your slides to make sure there are no spelling mistakes.
6. Present your slides as part of your teaching on this topic.
7. Use the upload function below to upload a copy of your presentation for review.

# Marking Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| Evidence that participant … | Has not achieved the specific objectives (0) | Has partially achieved the specific objectives (3) | Has achieved the specific objectives (5) |
| … has identified the benefits of using presentation software to enhance teaching. | 1 | 3 | 5 |
| … can identify, open, and add information on Microsoft PowerPoint on their laptops. | 1 | 3 | 5 |
| … has understood the do’s and don’t’s and has incorporated them in the slides that they have created. | 1 | 3 | 5 |
| … has checked his/her presentation for spelling mistakes. | 1 | 3 | 5 |
| Sub Total |  |  |  |
| Final Mark (20marks) | x/20 |