

Introduction to Business Technology—Haskin
PowerPoint Unit
6 Class Periods (300 minutes)

Objectives:	The student will be able to use Microsoft PowerPoint to effectively build and present an effective presentation introducing him/herself to me. The student will demonstrate any/all previous knowledge of MS PowerPoint by implementing slide transitions, use of advanced graphics, use of action buttons, use of animation, and even implementation of audio or video.
Business Ethics:	Students will model work readiness traits required for success in the workplace including teamwork, multitasking, integrity, honesty, accountability, punctuality, time management, and respect for diversity.
Number of Class Hours:	6 class periods which will equal 300 minutes or 5 hours

IBT—Haskin

PowerPoint Project

“ALL ABOUT ME”

BMA-IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.

This first project is a presentation that describes you, your family, and anything else you want to tell about yourself. Your grade will be determined by the neatness of your presentation, correct spelling and grammar, meeting all the requirements for the presentation, and the presentation to the class. Your classmates and I will determine your grade. I will give you 3/4 of the grade and your classmates will give the other 1/4.

REQUIREMENTS FOR THE PRESENTATION

- You must have a title slide and a conclusion slide. These slides do not count in the total of 15.
- You must have at least 15 slides. You may use more if you want.
- You should apply a template to your presentation. Choose one that you like.
- Use several different slide layouts throughout your presentation.
- Add clip art to some of your slides. Be conservative with this because too much clip art can make the presentation look bad.
- When creating your presentation, remember the Rule of 7's. No more than 7 lines of text per slide and no more than 7 words on a line.

Here are some ideas of things to include in your presentation. You may use items from this list and/or use items of your own. You are not limited to the list below.

- About you: your name, age, birthday, place you were born, etc.
- About your family: mom, dad, brothers and sisters.
- About your job (if you have one)
- Pets you have
- Your hobbies
- School subjects and activities
- Your personality
- Your role models
- Your plans after high school
- Your favorite foods
- Your favorite things to do when not at school
- Your best friends
- Your favorite music groups or singers
- Your favorite songs
- Your favorite movies
- Your favorite actors
- Your favorite actresses
- Your favorite places to eat
- Favorite places or cities you've visited
- Favorite sports
- Favorite colors
- Things I like about school: favorite subjects, etc.
- Things I don't like about school.
- Things you do for fun
- Favorite quotes

**“ALL ABOUT ME” PRESENTATION
GRADING SHEET**

NAME OF STUDENT PRESENTER: _____

NAME OF EVALUATOR: _____

For each of the following items, circle 1 to 5, with 1 being the lowest rating and 5 being the highest rating. The rating descriptions are as follows:

- 5 - Excellent - All parts of the item are complete and correct.*
- 4 - Very Good - All parts of the item are complete and/or has only one error.*
- 3 - Good - Almost all parts of the item are complete and/or has two errors.*
- 2 - Poor - Several parts of the item are incomplete and/or has three errors.*
- 1 - Very Poor - Almost all of the item is incomplete and has many errors.*

1. The presentation has a title and conclusion slide	1	2	3	4	5
2. The presentation has at least 15 other slides	1	2	3	4	5
3. The presentation has a template design	1	2	3	4	5
4. Different slide layouts are used in the presentation	1	2	3	4	5
5. Clip art is included on some slides	1	2	3	4	5
6. No more than 7 lines of text appear on each slide (ONLY EXCEPTION IS COLUMN LAYOUT)	1	2	3	4	5
7. The presentation is neat in appearance	1	2	3	4	5
8. The presentation is easily read on the screen	1	2	3	4	5
9. The spelling is correct in the presentation	1	2	3	4	5
10. The grammar is correct in the presentation	1	2	3	4	5
11. The presenter can be heard in the entire room	1	2	3	4	5

TOTAL POINTS POSSIBLE = 55

STUDENT SCORE _____

Write one positive comment about this presentation and one comment about something that could be improved:

Student Sample: Emily Bishop

All about me

BY: EMILY BISHOP

1

MY backstory

- My name is Emily Renee Bishop
- I am 14 years old
- I was born on May 12, 2004
- My parents had me in the Archibald hospital in Thomasville, Georgia
- My mom was 27 when she had me
- I still live in Thomasville, Georgia to this day



2

My sibling


- I have one sister
- My sisters name is Ava Renee Bishop
- Ava is eight years old and is almost six years younger than me
- My sister had bright blonde hair
- Ava is in the third grade
- She also loves to sing even though she does not sound very well



3

My Pets


- I have had very many pets in my whole life span
- My first pet was my dog but I did not keep him very long (I was terrified of him)
- My next two pets were cats and they had three babies (we sold all the cats)
- My most current pets that I have now are two cats. Their names are Reesee and Jasmine
- Reesee is a very fluffy cat she is really nice and sheds a lot
- My cat Jasmine is a small short hair cat with no tail and she is MEAN



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ALL ABOUT MY HOUSES


- I have lived in four houses my whole life
- My first house I only stayed in until I was around one year old
- My second house is where I spent most of my life until I was eight
- My third house was a rental house that I stayed in while my fourth house was being built
- The last house is the house that I am in now
- I live in this house with both of my parents and my sister



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School


- I do not like school very well but I do have a favorite class
- My favorite class is intro to business and tech
- That class is my favorite because I get to have fun and do something I enjoy
- My next favorite class is algebra
- I also love my language arts class, it is very soothing
- Overall my first year of high school is not too bad



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Movies

- I have a lot of favorite movies, because I can't just choose one
- One of my favorite movies is all of the Marvel movies, I love all of them with a passion
- My next favorite movies are the Maze Runner movies
- I also love Daddy's Home
- The Book is one of my favorite actors so I love all of the movies that he is in
- My last favorite movie is the kissing booth on Netflix



Slide 1 of 18


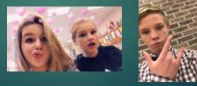
My favorite trips

- One of my favorite trips is when we went to Washington D.C. in April last year
- I also went to Washington D.C. in April last year
- The last time I went to Washington D.C. was in April last year
- One of the things I liked most was to go to the Lincoln Memorial
- Another thing I liked was to go to the White House
- The last thing I liked was to go to the Lincoln Memorial



My friends

- Alysa Bator
- Nolan Bator
- Jacob Jones
- Audrey Vandenberg
- Mason Moore
- Kaitlin Thompson
- Alex Slaughter

My favorite places to eat


- Mom and Dad's Italian restaurant
- TGI Friday's
- Bancho Grande
- Zacados
- La Feijitas
- Cajocans



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Job


- Last year I had one job after school
- My job was to teach dance to little girls
- On Mondays I would teach pre-k
- On Tuesday I would teach 1-4th grade
- I had to work a hour for each class
- Instead of getting money we were supposed to not have to pay for tuition and things like that



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My personality


- I am somewhat of a shy person but I am not really shy in the class but I am a little shy in the hallway and in the gym
- I am a very nice person and I am a very nice person
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Parents

- My mom was born in Monticello, Florida
- My dad was born in Thomasville, Georgia
- Jackie and Jason Bishop is their names
- My mom and dad met when my mom was 14
- They had me when my mom was 27
- They have been married for 21 years



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Tv shows


- Criminal Minds
- The Flash
- Backstage
- America's Got Talent
- Biker Mice from Mars
- Stranger Things



14

Favorite youtubers


- Lauryly
- Liba Koshy
- Jake Paul and team ten
- Logan Paul
- Cole and Sav
- Kyler and Mad



15

My free time


- I eat snacks
- I watch tv
- Take a nap
- Read some books
- dance
- play with my cats



Slide 1 of 18

Songs

- Any Rag Rag Rag Rag
- Don't Let Me Down (feat. Justin Bieber)
- Don't Let Me Down
- Don't Let Me Down
- Don't Let Me Down
- Don't Let Me Down
- Don't Let Me Down
- Don't Let Me Down
- Don't Let Me Down
- Don't Let Me Down



After high school

- After high school I already have a plan
- My plan is to take college classes while I'm in high school to get my associate's degree
- After high school I want to go to FSU and get my masters degree in architecture
- Once I'm out of college I want to work for my dad's company for a few years
- After working for my dad, I want to make my own business
- That's all I have planned



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**“ALL ABOUT ME” PRESENTATION
GRADING SHEET**

NAME OF STUDENT PRESENTER: Emily Bishop

NAME OF EVALUATOR: Mr. Haskin

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STUDENT SCORE 100

Feedback: Emily, this is one of the best PowerPoints in the class! Your implementation of a slide design throughout brought continuity and I appreciate the extra effort of using personal pictures to introduce yourself throughout the presentation. Great use of transitions and effects!