

Revitalize Your Presentations with a
21 X 20 PowerPoint

- 21 slides, 20 with no words, 420 seconds

by Peter Wickham



TRAINER'S NOTES

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Instructions for the Workshop Facilitator

Read These Notes First

As Workshop Facilitator, your first task is to read these notes carefully and completely. Take note of the circumstances surrounding the original 21X20 PowerPoint workshops in May 2012. Decide for yourself how similar or different are the circumstances of the workshop you are planning, and which aspects of this workshop need to be modified to better facilitate learning. Age, English language proficiency, and ICT experience of participants will be factors, as will the venue and number of participants expected. Since much of this workshop time is consumed with presentations, a greater number of participants requires more time for presentations. In May 2012 we had about 80 participants presenting in 40 pairs over 8 hours. Five presentations to the hour is a comfortable rate provided there are no major hold-ups. Advise participants to have their computers turned on and ready to plug into the projector as their turn comes up.

Timetables and programs for the May 2012 workshop at IPGKDRI in Kuala Terengganu have been left in this Trainer Notes as examples of what you might use with your own dates, times and specific instructions for participants in your workshop.

A CD has been prepared for this module. It contains all of the Trainer's Notes, Participant Notes, DVD files, and PowerPoint files needed for this workshop.

Included on the CD provided in this workshop module is a 3-slide PowerPoint that can be shown as Participants are being seated at the start of each session, showing how to upload their 21X20 PowerPoint (or Pecha Kucha) presentation at the website <http://KTF2012.weebly.com>

Good examples from your workshop may be featured future 21X20 PowerPoint packs.

Duties of the Trainer: A Summary

The Trainer has a series of tasks to perform during this workshop. These may be delegated to fellow trainers or participants, but it is the responsibility of the designated Trainer to ensure that they are achieved. Some of these duties will overlap with duties of the sponsoring Institution .

1. Read the Trainer's Notes thoroughly.
2. Determine numbers and characteristics of participants.
3. Set the venue, duration and date and times of the 21X20 PowerPoint workshop.
4. Advertise these time and venue facts to all stakeholders.
5. Ensure that all necessary resources are available.
6. Organize prizes for winners as required.
7. Ensure that each participant is issued with a Participants' Notes at the beginning of the workshop, plus a loose Assessment sheet for reporting their names and title, and a timetable for the workshop.
8. Present the Feedback sheet to participants (included in Participants' Notes) as the aims of the workshop.
9. Present the rules and processes of the workshop.
10. Present the provided sample 21X20 examples (PowerPoint shown while script is read aloud).
11. Present the 3 Pecha Kucha videos provided.
12. Present the Appendix 1 Technical Notes.
13. Ensure that participants select a partner and then return their loose Assessment sheet before the end of Day 1.
14. Circulate during preparation time to answer questions from participants and offer technical help where needed.
15. Select and brief 8 assessment judges and a Chief Judge.
16. Supervise presentations and the announcement of the next presenters.
17. Supervise awarding of prizes and closing ceremony as required.

Your Explanation Session

In the first three hours of this workshop you will be required to present the rules and procedures of the workshop and the 21X20 PowerPoint presentations it produces. A minimalist PowerPoint slideshow ("21X20 PowerPoint Workshop Facilitator explanation of rules, procedures") is supplied to guide you through this. You will need to be thoroughly familiar with these rules and procedures in order to field Q&A from the floor during this session. Reading through the Participants' Notes beforehand will supply you with all the information you need.

One of the slides shows the timetable for the first day. You may choose to delete or Hide this slide, or insert your own timetable as amended from your Participant Notes file.

Example 21X20 PowerPoint Presentations

Two sample 21X20 PowerPoint presentations are included in this pack, to be shown to Participants during the first session along with the three videos about Pecha Kucha.

These are titled "Food and Smiles" and "Tell Me a Story". Scripts for these presentations are supplied in this Trainer's Notes as Appendix 2 so that you or your appointee can read aloud while the slideshows are running with 20 seconds automatic timing (already set to go on each slideshow). Note that automatic timing begins AFTER the title slide on these two slideshows, so that the first slide after the title slide must be advanced manually. After that, automatic timing will apply. This allows the presenter to leave the title slide on the screen for an extended time while instructing participants. Participants will need to set their own title slide to advance automatically after 20 seconds; their 420 seconds begins from the moment the show commences.

Reporting of Participant Pairs and 21X20 PowerPoint Titles

After the initial explanations about workshop procedures, sample presentations, videos and technical explanations, the next task of the Trainer is to ensure that participants are linked in pairs, and a title of their presentation is mutually decided. This pairing and title is then reported to the Trainer or an appointee on a loose Assessment form as appears on the next page.

Photocopy this sheet and distribute one per pair of presenters. These are collected and held until the time of presentation, when a pairing sheet is selected at random at the end of each presentation, giving the next pair about 10 minutes to get ready with their laptop turned on and the PowerPoint ready to commence.

The same sheet is used by the Chief Judge to collect individual judges' assessments for the 8 assessment criteria, and the assessments tallied to produce a final percentage. The sheet is then handed on to the Trainer before the next presentation begins.

This process takes about 3 minutes, and can be achieved in the time that the next pair need to set up their presentation.

Participants;

Please write both names of presenters and the title of your planned 21X20 PowerPoint on this assessment table below. Hand this to the Trainer before leaving on Day 1 of this workshop. This sheet will be used to assess your presentation.

Presenters: 1.	2.
Title of Presentation:	
Quality and suitability of slides	/10
Staying on the topic	/10
Adhering to 20 slide format (minus 5 for each slide more or less than 20)	/20
Title slide shows title of presentation & names and class of presenters	/10
Speaking fluently and clearly enough for the audience to hear	/10
Adhering to 10 slides per presenter	/10
Adhering to 20 sec/slide. (minus 1 for each pause of 5 seconds; minus 1 for each over-run of 5 seconds)	/20
Engaging presentation	/10
Total Marks	/100
Minus 50% per deliberate word on screen except for title slide	

Timetabling and Time

The Participants' Notes has no timetable

Please allow at least 6 hours, preferably 8 hours, for participants to prepare their 21X20 PowerPoint. This time allowance will not change with a change in Participant numbers, since all Participants work on their presentations at the same time. A sample time calculation for your workshop:

3 hours: explanation and sample presentations

8 hours: Participants prepare with help from Trainer(s)

2 hours: Participants present and are judged on their presentations (based on 20 Participants giving 10 presentations at 5 per hour)

2 hours: Summary, prize-giving, feed-back, Q&A, closing ceremony.

= 15 hours

If you choose to require every participant to present their own 21X20 PowerPoint (if for example you have a small number of participants) the hours of presentation will double. **The total hours in our example above would then be 17 hours.**

A further suggested modification to this schedule is that of every participant judging every presentation and a show of hands determining the score. This would open discussions on how each discussion worked or did not work well. **This would add another hour to the example above, giving a total of 18 hours required, or 3 standard days of workshop.**

Acknowledgements

Authors

Peter Wickham - English Language Training Fellow, Brighton Education Learning Services

Ruth Wickham - English Language Training Fellow, Brighton Education Learning Services (Appendix 1: "Technical Notes for 21 X 20 PowerPoint")

2012 Venue

Institut Pendidikan Guru Kampus Dato' Razali Ismail, Kuala Terengganu, Malaysia

May 2012

2012 Facilitators

English Language Training Fellows, Brighton Education Learning Services in Kuala Terengganu, Malaysia:

Peter Wickham MEd (TESOL)(Distinction) University of Wollongong , Australia 2010. BEd Edith Cowan University, Australia, 2009. Dip Teach 1973. Cert IV TESOL 2010
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Ruth Wickham MEd (TESOL)(Distinction) University of Wollongong , Australia 2010. BEd Edith Cowan University, Australia, 2009. Dip Teach 1973. Cert IV TESOL 2010

ruth.wickham@ brightoneducationls.com

William Tweedie BA , BFA, MA (TESOL) Al Meda University, Ohio.

william.tweedy@brightoneducationls.com

2012 Participants

In May 2012 lecturers and trainee teachers and of *Institut Pendidikan Kampus Dato' Razali Ismail* in Kuala Terengganu, Malaysia attended and participated in this workshop.

Other Suitable Participants

This workshop is suitable for any cohort of people who are capable of producing a PowerPoint presentation within the parameters of the rules of 21 X 20, and speaking within the rules.

Presenters with little experience can be encouraged by this format because it supplies 20 sub-topics to speak about. Participants who are otherwise capable of speaking for a long time are forced to speak for a shorter time with better time management skills.

Pecha Kucha Concept

Acknowledgement is given to the 2003 creators and namers of the Pecha Kucha style of presentation, Astrid Klein and Mark Dytham of Tokyo's Klein-Dytham Architecture.

The style of presentation is here presented as 21 slides, including a title slide with words, plus 20 slides completely devoid of words presented for exactly 20 seconds each. These conditions better address deficiencies observed in presentations by trainee teachers, outlined on page 7 of this Trainer Module.

Materials and Equipment Required:

Computer loaded with a modern version of Microsoft PowerPoint

An LCD projector compatible with the computer

A screen large enough to accommodate the whole workshop cohort seeing clearly

A microphone and speakers sufficient for the whole cohort to hear clearly

A laptop computer per pair of participants, or a USB storage device to plug into a laptop computer

A digital camera per pair of participants (if required)

A Participant folder per participant

The three videos supplied with this module as listed below. They are also available at the web addresses as stated, plus on the Author's website:

<http://communicative.weebly.com/21-x-20-powerpoint.html>

(Control and Click on the blue hyperlink to access this site from this page)

This Trainer Notes file, the Participants' Notes file, the Two sample 21X20 Powerpoint files, the two scripts for these 21X20 PowerPoint examples, and the Appendix 1 file are all available at this website.

All of these files are also available on the 21X20 PowerPoint data CD.

Related Websites for Location of Workshop and Course Materials

Related websites by IPGKDRI Fellows:

<http://Ktf2012.weebly.com>

<http://acollectionofteslresources.weebly.com>

<http://ICTworkshop.weebly.com>

<http://songsandpoetryforESL.weebly.com>

<http://storiesforMalaysiankids.weebly.com>

Participant Folder

Each participant is issued with a folder containing:

Page 1 Workshop Instructions for Participants

Page 2 21X20 PowerPoint Instructions for Participants

Page 3 Specific Rules of 21 X 20 PowerPoint Presentations for This Workshop

Page 4 21 X 20 PowerPoint Assessment

Page 5 Feedback

Page 6 Video clips presented

Page 7 Appendix 1: Technical Notes for 21 X 20 Powerpoint

1. Open a PowerPoint file
2. New Slide
3. Number your slides
4. Adding a Picture
 - a) Select the 'Insert' ribbon, and click on 'insert picture'
 - b) The other way to add a picture
5. Setting the Timing
6. Your Title Slide
7. Transition Options
8. Notes

Video clips presented

Pecha Kucha in the Classroom

Found at <http://www.youtube.com/watch?v=5x5FB2mxvZY&feature=related>

uploaded by RopyDavits 9 November 2010.

JALT in Nagoya

Pecha Kucha Presentation Tips

Richard Riche

www.oneclearmessage.com

found at http://www.youtube.com/watch?v=zAZ_8UJUUpno&feature=related

Pecha Kucha on Pecha Kucha

Heike Philp

Found at http://www.youtube.com/watch?v=JZ4supn_l3g

Introduction

Background: Observed Need

IPGKDRI lecturers often employ a communicative approach to their students' learning; their students research their curriculum topic using lecture notes, required reading material, and private research, then report their findings back to their whole class in a PowerPoint presentation.

Lecturers and fellows at IPGKDRI have noticed that trainee teachers often prepare a PowerPoint presentation by cutting and pasting words from Internet pages onto slides, and then read these notes to the audience as they present to a class of other IPG students. This practice is the easiest method for these students, since it:

- requires no in-depth reading of the lesson material
- is more likely to be accurate, since it is the direct work of a published author
- often contains graphics that come with the text, adding variety and detailed analysis of the topic
- can be read directly from the computer screen or the projection screen, and therefore remaining unchallenging for the oratory proficiency of the presenter

This workshop is being run during Revision Week for PPISMP (Preparatory course) students at IPGKDRI so that all PPISMP students and their lecturers can participate together. It is also open to any other lecturers who are able to attend.

The Problem

Unfortunately, this list of attributes for the “cut-and-paste then read” method of presenting, leaves much to be desired by way of training our trainee teachers in the art of presenting in such a way that those watching and listening will retain memory of the lesson:

- A presenter just reading words from a screen is singularly boring, and simply duplicates notes and other written material that could be just as easily read by each student in their own time.
- Presenters can (and do) read in monotone voices that reflect the fact that they are just reading rather than communicating.
- Presentations can go on for a long time as page after page of writing is read orally. Observers are disengaged from the lesson through their own inactivity.
- Presenters who employ this method usually at least partially turn their backs on the audience, excluding eye contact and body language that can convey extra meaning and keep the audience listening.
- Presenters gain little experience in oracy through this experience. This time of presentation can be much more valuable than just a recitation of fact. It can also be vital experience in oratory skills so necessary in the profession of teaching.

This problem and the undesirable results shown here at IPGKDRI are by no means unique to this institution. The same situation has been observed by the Fellows in many institutions in many countries. Students are taking the simplest and quickest route to achieving their objective of producing their assignments that require an oral report. The problem exists in the setting of the assignment, and the absence in curricula of instruction on preparation for public speaking.

PowerPoint is a powerful tool for visual and audial conveyance of information but has not generally been introduced into educational systems with any kind of planned or systematic approach.

21X20 PowerPoint: One Solution

21 X 20 PowerPoint borrows from the style of presentation called Pecha Kucha.

Pecha Kucha (pronounced either "peKAku'cha " or " PEcha Kucha" originates in Japan. As explained on the website <http://www.pecha-kucha.org/what>

Pecha Kucha Night was devised in Tokyo in February 2003 as an event for young designers to meet, network, and show their work in public.

It has turned into a massive celebration, with events happening in hundreds of cities around the world, inspiring creatives worldwide. Drawing its name from the Japanese term for the sound of conversation ("chit chat"), it rests on a presentation format that is based on a simple idea: 20 images x 20 seconds.

It's a format that makes presentations concise, and keeps things moving at a rapid pace.

The format decided for this workshop at IPGKDRI is the standard 21X20, no words at all except for the title slide, in couples of participants working as a team. Specific rules for this workshop have been made deliberately severe on No Words to emphasise the problem observed earlier. It is hoped that this will have a modifying effect on the number of words appearing on PowerPoint screens at IPGKDRI in future.

Specific Aims

This workshop is set out to target the following positive aspects of public oral presentation:

That participants develop and demonstrate ability to:

1. ***discern the central theme of their message***
2. ***divide their message into sub-themes***
3. ***present those sub-themes separately and clearly***
4. ***present the message personally without reading from a script***
5. ***adhere to a timeframe when presenting***
6. ***present a more succinct message***
7. ***present a message that is more engaging for the audience***

It is envisaged that participants so affected will by extension become more focussed on the message and less on the cutting and pasting of words onto the screen. This will entail actually reading the material to be studied and becoming familiar with its themes and sub-themes and so becoming personally engaged with the subject under inspection.

Assessment criteria correspond to these aims, thus ensuring that assessment is valid.

It should be noted that 21 X 20 PowerPoint is not the absolute and final solution to the problems presented above. It is one step in the right direction that should draw attention back to the message and away from plagiarized text, and away from a written presentation read verbatim.

There is little prospect of all future presentations taking on the format of 21 X 20 PowerPoint, since some words on the screen are useful for the audience in a more formal setting. This exercise is designed to attenuate the problem of presentations being read from the screen with little presenter understanding of the topic.

2012 IPGKDRI Format

This May 2012 workshop is presented as a competition between IPGKDRI students, with prizes at the end for the winners. Lecturers will present their creations as demonstration models. The three English Language Training Fellows will each present pre-prepared individual examples of 21 X 20 PowerPoint slide shows on the first day.

Rules, method and technical details will be explained in this first session with the Fellows. Fellows and lecturers will circulate among students as they prepare their Pucha Kucha talks, advising and reminding of the rules and methods.

Participants will provide their own cameras and computers and internet services as required. Students will have to be aware of required facilities as they choose their partner.

Participants are allowed a day and a half to prepare their 21 X 20 PowerPoint and practise presenting it. The last three days are consumed with participants presenting and being assessed.

Judging

A panel of 9 judges will be appointed from among the participants: one for each of the 8 assessment areas appearing on the marking rubric plus one main judge to collate marks. Each judge is responsible for their own assessment criterion only, and should pass their assessment to the chief judge at the end of each presentation.

During the initial 3-hour session when the rules and method are being taught, participants agree to partner another participant. They write their names and title of their talk on one of their Assessment Criteria sheets provided in their Participant packs, and hand this to the Chief Judge before leaving the venue in this session. This pairing of participants and title is then set and unchangeable.

These sheets are kept by the Chief Judge until presentation day, when the sheets are shuffled and selected randomly after each presentation. The next pair of presenters is then announced, plus the pair to follow. In this way each pair of presenters has about 10 minutes

Each individual judge writes their assessment of their criterion on the Chief Judge's sheet before the next presentation begins. The assessment sheet is then complete when the Chief Judge has tallied the marks and deducted points according to instructions on the sheet. It is held until the last day when winners are announced.

Book prizes are awarded to the highest-scoring three teams. In this first 2012 workshop, books on pedagogy and theories of teaching and learning were supplied as prizes for the trainee teacher participants.

Timetable for 21 X 20 PowerPoint Workshop

May 20-24 2012

Venue: TELTTraC Hall IPGKDRI

	Sunday 20/5/12	Monday 21/5/12	Tuesday 22/5/12	Wednesday 23/5/12	Thursday 24/5/12
8.00-9:00	Demonstration and explanation of 21 X 20 PowerPoint.	Participants prepare their presentations. Fellows available for advice at TELTTraC.	Presentations 1-4	21-24	41-44
9:00 -10:00			5-8	25-28	heats
10:00-11:00			9-12	29-32	heats
11:00-11:15	Break				
11:15-12:15	Participants prepare their presentations	Participants prepare their presentations.	13-16	30-36	Closing ceremony
12.15-1:15			17-20	37-40	

Program for Sunday 20 May 2012 8:00-11:00	
8:00 – 8:30	<p>Introduction to 21X20: The problem and the Solution</p> <p>Mr Peter Wickham</p> <p>Instruction about the 21 X 20 PowerPoint rules specific to this competition.</p> <p>Draw attention to the Rules</p> <p>Make sure that everyone understands the program for the rest of the workshop.</p> <p>View the three video clips about Pecha Kucha</p>
8:30 – 9:00	<p>How to set up PowerPoint for 21 X 20 PowerPoint (Appendix 1)</p> <p>Mrs Ruth Wickham</p>
9:00 – 9:15	<p>21 X 20 PowerPoint Demonstration: “Barbequing Shakespeare”</p> <p>Mr William Tweedie</p>
9:15- 9:30	<p>21 X 20 PowerPoint Demonstration: “Tell Me a Story”</p> <p>Mrs Ruth Wickham</p>
9:30 – 9:45	<p>21 X 20 PowerPoint Demonstration: “Food and Smiles”</p> <p>Mr Peter Wickham</p>
9:45- 10:30	<p>Participants decide on pairings and report names to their Class Representative. Participant pairs decide on their topic and report it to their Class Representative.</p>
10:30-11:00	<p>Begin setting up PowerPoint. Presenters and lecturers circulate to help with technical advice.</p>

Specific Rules of Presentations for This Workshop

1. Each presentation consists of exactly 21 slides, automatically timed at 20 seconds per slide = 420 seconds of presentation. The number of seconds' duration of any Transition is deducted from the 20 seconds of each slide, so that there is exactly 20 seconds between slides. The title slide alone will display words. The title slide will display the presentation title, the names of the presenters, and the date of presentation. Presenters may choose to talk or not to talk during these 20 seconds.

2. Topic: ***LIFE***. This topic can be adapted or changed completely according to the English proficiency and interested of participants. Suggested alternative topics:

Lecturers/ Teachers: Favourite students, classes, topics, days, schools, outings, events, rooms.

Student teachers: Favourite lecturer, friends, subjects, canteen, pastime, hobby, part of the campus.

3. NO WORDS CAN APPEAR ON SLIDES WITH THE EXCEPTION OF THE TITLE SLIDE. Slides can show photographs, symbols, concept pictures, scanned drawings, patterns, colours, logos etc but no words except for words that incidentally appear in photographs. Any words that demand to be read will attract severe penalties (See Assessment Criteria).

4. NO NOTES, PALM CARDS OR ANY OTHER NOTES TO BE VISIBLE TO PRESENTERS.

5. NO SOUND RECORDINGS TO BE PLAYED.

6. Presenters speak on the subtopic of the slide for exactly 20 seconds.

7. Each partner presents exactly 10 slides for 20 seconds each.

8. Presenters must have their talk ready by the advertised beginning of presentations; presenters will be advised one presentation in advance that they are next.

Workshop Instructions for Participants

Participants need to bring their laptop computer and a camera if they have one. Remember to bring all power cords and adaptors that you may need over the whole workshop.

Bring a digital camera and any connections to your laptop needed to upload photographs onto your laptop. If you need a camera, you can arrange to partner with someone who does.

It is important that all participants be seated at the venue by the advertised starting time. Anyone who misses the first 3 hours will miss out on a lot of instruction on 21 X 20 PowerPoint.

You and your partner must report your names and the title of your presentation (on the one Assessment sheet you will be given per pair) to the Trainer before the end of the first workshop day.

Begin work on your 21X20 presentation with your partner as soon as possible. It takes time to decide on your themes, create a script that runs for exactly 420 seconds, find and arrange your slides, then practise practise practise!

Your turn to present your 21X20 PowerPoint will be announced about 10 minutes before you must begin. So be ready! Have your laptop turned on or your USB drive ready to plug in.

You will not be allowed to read from notes or see your laptop screen during your presentation.

See all the most recently updated material for this workshop at:

<http://communicative.weebly.com/21-x-20-powerpoint.html>

Leave comments or requests on the website's Home Page to contact the author, Peter Wickham BEd (Edith Cowan University 2009) MEd (TESOL)(University of Wollongong 2010), Cert Tesol IV, Cert Teach, Dip Teach (Claremont Teachers College1973).

Assessment Criteria

Presentations are assessed using the following marking guide:

Presenters: 1.	2.
Title of Presentation:	
Quality and suitability of slides	/10
Staying on the topic	/10
Adhering to 20 slide format (minus 5 for each slide more or less than 20)	/20
Title slide shows title of presentation & names and class of presenters	/10
Speaking fluently and clearly enough for the audience to hear	/10
Adhering to 10 slides per presenter	/10
Adhering to 20 sec/slide. (minus 1 for each pause of 5 seconds; minus 1 for each over-run of 5 seconds)	/20
Engaging presentation	/10
Total Marks	/100
Minus 50% per deliberate word on screen except for title slide	

One judge is appointed for each section, plus one Chief Judge to collate the marks and make final decisions on assessment. Section judges hand their assessment to the Chief Judge immediately after each presentation.

Feedback

Each participant is issued with a feedback form to be filled in before leaving the venue:

21X20 Workshop Feed-back		IPGKDRI May 2012			
Name of participant:					
Having completed this workshop, to what extend are you now able to: (Please tick boxes below)					
	A lot	Some	A little bit	Not much	None
discern the central theme of your message					
divide your message into sub-themes					
present sub-themes separately and clearly					
present without reading from a script					
adhere to a timeframe when presenting					
present a clear and concise message					
present a message that is more engaging for the audience					
Your comments:					

Appendix 1: Technical Notes for 21X20 PowerPoint

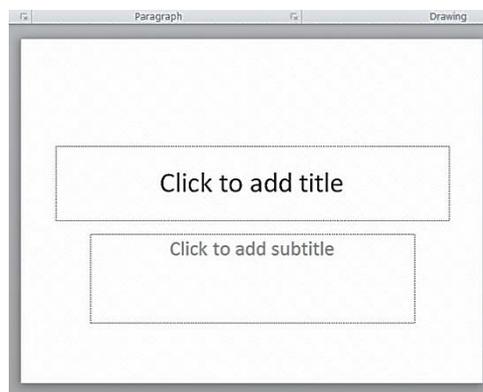
This 21 X 20 PowerPoint presentation is going to be slightly different from other PowerPoint Presentations you may have prepared in the past. Below are some brief pointers about the technical matters, most of which you may be familiar with, and some that may be new to you.

1. Open a PowerPoint file

Firstly open a PowerPoint file. As the instructions say, click to add the first slide.



This is the title slide, and there is a box for a title and sub-title.



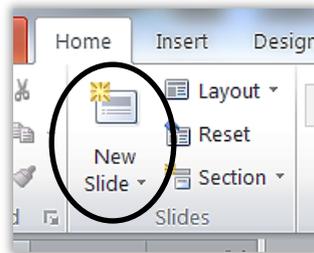
Type in the names of the presenters, the title of your presentation, your class designation (e.g. PPISMP 4) and the date (e.g. May 2012).

You may choose to add a background image to this slide, or insert a picture – see below how to add images – and you will need to make sure that your text remains clearly visible.

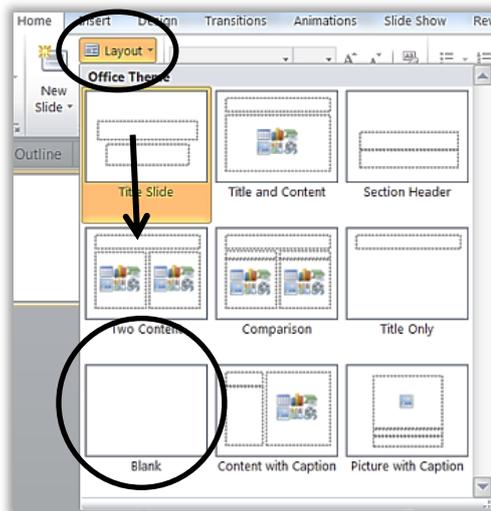
This is the only slide that will include any text.

2. New Slide

On the 'Home' ribbon click 'new slide'.



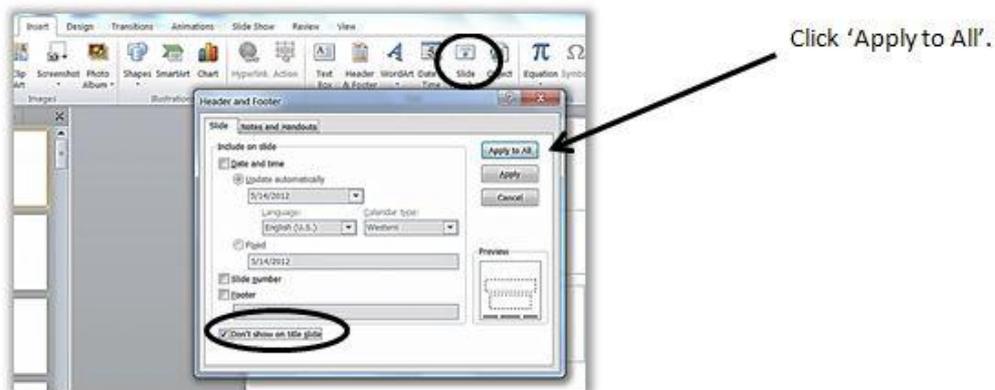
Next to that click on 'layout' and choose 'blank'.



Continue to create new blank slides, 20 in total. There will be 21 slides including your title slide.

3. Number your slides

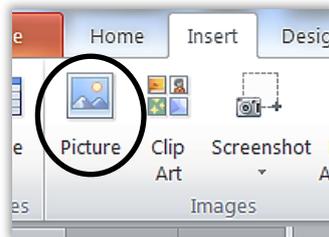
On the insert ribbon choose 'slide number'. You may choose to check the box 'don't show on title slide'.



4. Adding a Picture.

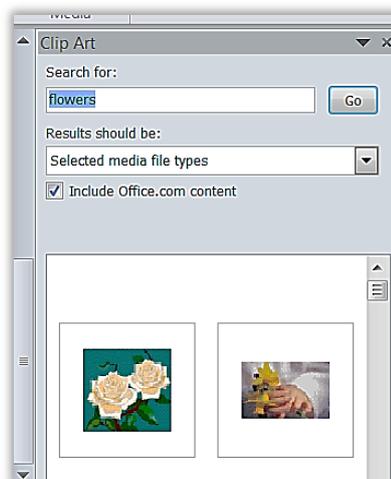
There are two basic ways to create a picture slide.

a) Select the 'Insert' ribbon, and click on 'insert picture'.



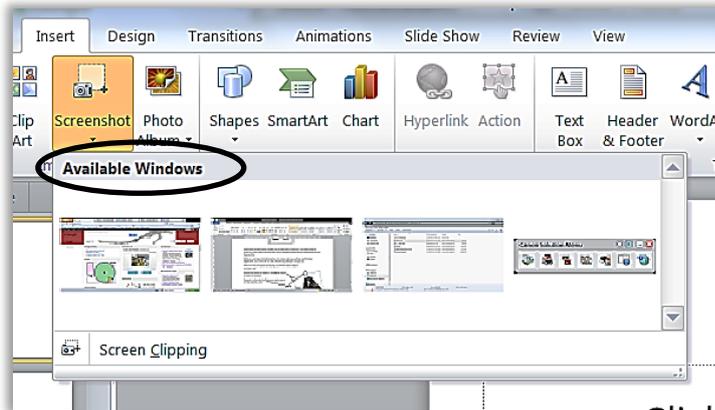
You will then have the opportunity to browse your computer for the picture you wish to add.

You can also choose to insert '**clip art**' (as long as it fits with your theme). If you are connected to the Internet a panel will open at the right for you to choose clip art from.



If you have the latest version of Office, you can also insert a screen shot. You need to have the screen you wish to take a shot from open on your desktop and then open your PowerPoint file over the top of it.

You will be shown which windows are already open on your desktop and be asked to choose the one you want. Then the screen will go milky and you can select the section of the screen you want.



Adjusting your picture

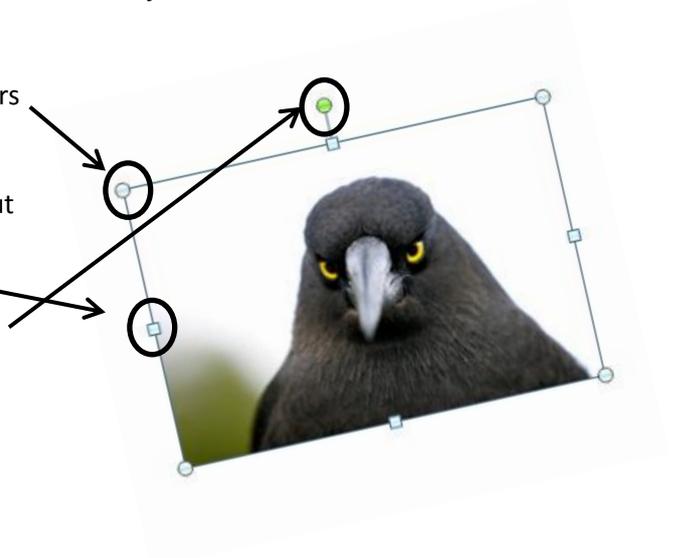
When you insert your photo/picture/clip art (or screen shot), you will then need to make adjustments to it, so that it fits the slide well and has good impact for your talk.

After you insert your picture (or clip art), you will then need to adjust it to fit your slide.

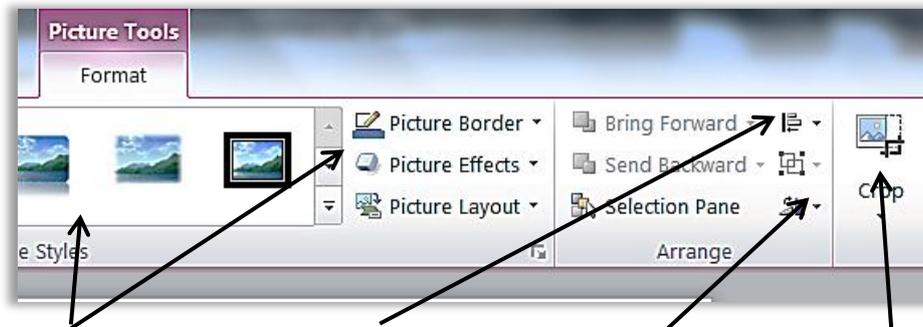
Click on your picture to 'select' it, and drag the corners to make it fit the slide.

If you pull on the sides it will make your picture go out of shape and look weird.

You can use the green button at the top to turn your picture on a different angle, which may make it more interesting.

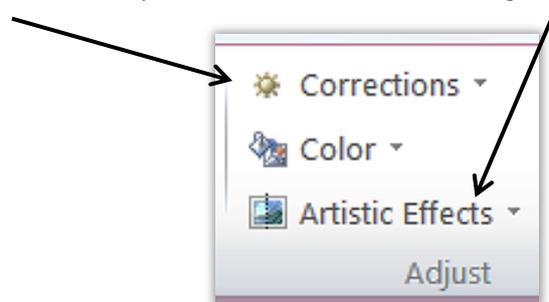


With your picture 'selected', you can also now use the options on the 'Format' ribbon.



You can now choose a border or effect, align it within the slide, flip or rotate it, and crop it.

On the left-hand end of the Format ribbon you can also choose some minor enhancements to your picture, such as corrections (sharpen and soften) and interesting artistic effects (as long as they fit your theme!)



b) The other way to add a picture

As long as you don't need to make any adjustments to your picture, then it can be added as part of the background design. (Then you choose whether to apply it to all slides or just the one.)

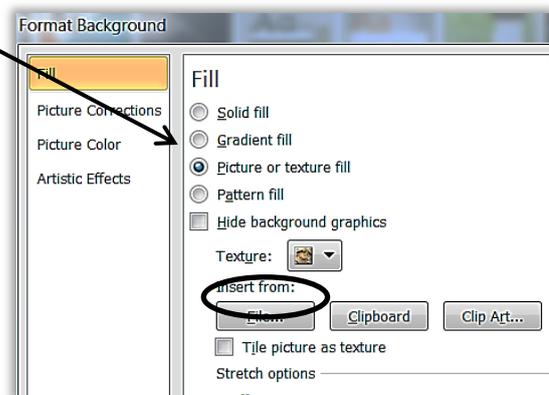
On the 'Design' ribbon, click on background styles, and go to format background.



In the dialogue box, choose 'picture or texture fill'.

Click on 'File' to browse your computer for the picture you want to insert.

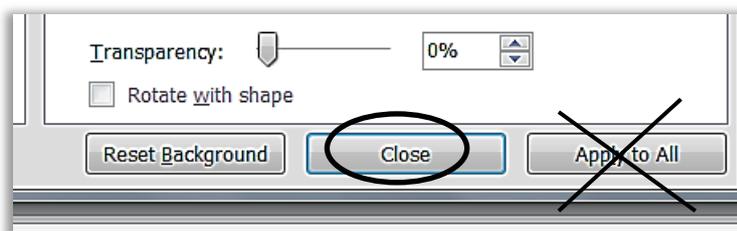
The picture will be inserted as the background of the slide, fitting perfectly without further adjustment. BUT if the picture is the wrong shape it will automatically be cropped (rather than stretched) and you need to make sure the important part is visible.



Uncheck the 'Tile Picture as texture' box.

IMPORTANT

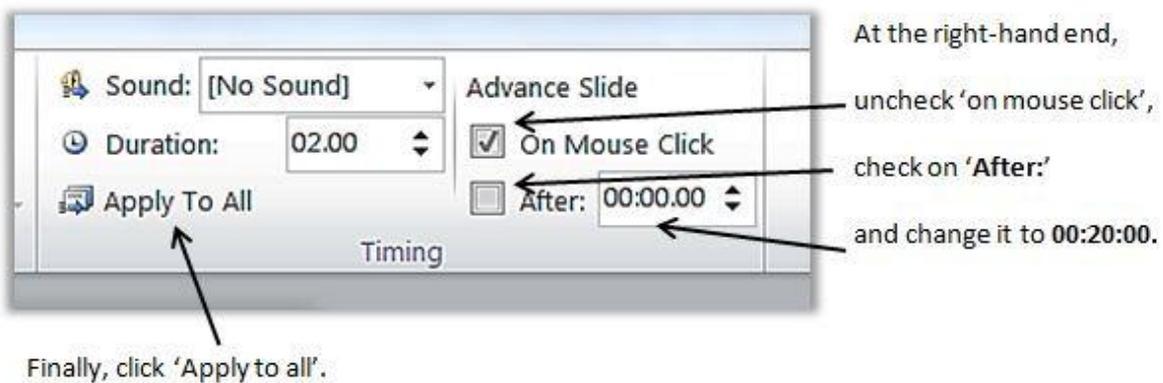
In *this* situation, make sure not to click on the "apply to all" button at the bottom. Click 'Close'.



5. Setting the Timing

This is the important part of your 21 X 20 PowerPoint presentation.

Go to the 'Transitions' Ribbon.



6. Your Title Slide

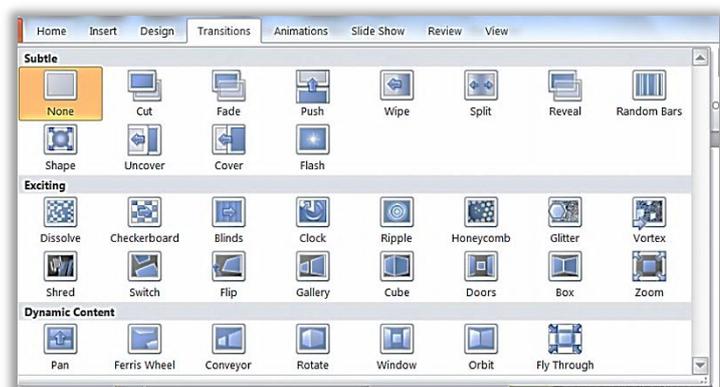
We don't want your title slide to be only visible for 20 seconds, in case there is some kind of delay, so you need to change the timing setting just for that one slide.

Now go back to your title slide, open the 'Transitions' ribbon and re-check 'on mouse click', and uncheck the 'After' option.

When you give your presentation the title slide stays in place until you are ready to start your talk.

7. Transition Options

You might also like to choose one/some interesting transitions between your slides, although this is not essential to your 21 X 20 PowerPoint presentation

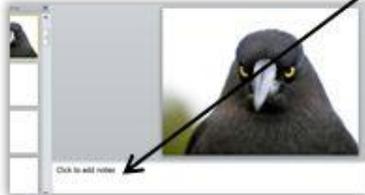


and you need to consider whether or

not it will simply be a distraction. Subtract the duration of transitions from the 20 seconds for each slide to give your new time allowance for each slide.

8. Notes

Under your slide you will notice a space with the words 'click to add notes'. Type here the exact words that you will say.



Try saying the words and timing them. Depending on how fast you speak, it will probably be about four sentences, two or three lines of typing.

Learn your sentences. Remember, you will not be able to see the notes during the presentation. Practise.

Appendix 2: Scripts for Sample 21X20 PowerPoint Presentations

21x20 POWERPOINT SCRIPT: FOOD AND SMILES

Slide 1 Title Slide – no comment

Slide 2 I want to begin by introducing one of my friends. Can you see his big smile and happy face? I have many friends that look just like this. They all live in TELTTrac Hall. You are probably looking at one of them right now. They look like this even when the occasion is sad or serious or even boring.

Slide 3 Lecturers and students use TELLTraC Hall on many occasions when they need first-class acoustic and visual advantages for speakers and audience. Some of these people like to look at my little friends a lot when they are listening carefully. I am sure that their little smiling faces keep people amused during lectures.

Slide 4 But some people just dream about food and the smiles it would give them to be eating right now. Secret Recipe provides us with many smiles, especially with their delicious cakes and cheesecakes. Here is one very satisfied customer.

Slide 5 Eating seems to be a national sport in Malaysia. Looking at the smiles here shows that the food is good and the company is entertaining. The English Department staff are like a big family. Eating events provide everyone with the opportunity to socialize in a relaxed atmosphere.

Slide 6 Eating and smiling seem to go together around here. The many retirement, graduation and end-of-semester events involve lots of eating and lots of smiling. It is always sad to see lecturers leave, but the feasting and speeches make them memorable occasions.

Slide 7 One special kind of food was introduced to me just before Ramadan in 2011. Fruit day was conducted by IPG students, whereby huge baskets of durian, watermelons and mango stein were delivered, and everyone ate until they were exhausted. It was a kind of farewell to eating events for the month of Ramadan.

Slide 8 While everyone waited and chatted and smiled at the thought of filling up with durian, some of the men set about the task of cutting open these prickly fruit. There is quite an art to cutting at just the right place so that it opens easily. Those thorns are very sharp.

Slide 9 At first the rather smelly fruit looked (and smelt) a bit suspicious to me. It had the colour and smell of something gone really bad or something that had died a long time ago. But I gave it a go. And, well, I liked it. Ruth and I even stopped off on the way home and bought some more to take home.

Slide 10 Even our workshops and teaching events often turn into eating events. Lollies on the tables, and special workshop lunches provide extra reasons to smile and extra incentive for lecturers to attend. Learning is an end in itself, and plenty of reason to smile.

Slide 11 Some food even smiles by itself. I can't really see what these guys have to smile about, and I have no idea why they are sitting naked on the fence. I guess they know something I don't! Some people seem to want their food to have a good suntan before they can eat it.

Slide 12 And speaking of smiling animals, even the fish at Pulau Redang smiled nicely for the camera. Of course, they were expecting food for their smiles. As soon as I entered the water, they lined up for pieces of bread. I think that they have learned that tourists bring food!

Slide 13 Everyone smiles at Action Songs. Even though there was no food, the children, IPG students, lecturers and visitors had a great time watching classes going through their song and dance routines. Just imagine the laughter and smiles there would have been had there been food as well!

Slide 14 The children at our IPG Teaching School always seem to be smiling happily. They especially liked creating stories and having stories read to them. Their smiles and laughter tell me that they are basically happy, contented children who enjoy life at home, in the classroom and in their free time together.

Slide 15 I have found that IPG lecturers smile a lot during their classes and during their happy times together. Of course, the sight of a camera always makes smiles broader. People always seem to come alive much more when you produce any device with a camera.

Slide 16 Of course, there are more serious times when I help lecturers discover what is happening in the world of western education. I taught in Australian primary schools for 20 years, and I have taught English to adults in China, Turkey, the UK, Saudi Arabia and Australia before coming to mentor lecturers here in Malaysia.

Slide 17 But it does not take long to see smiles emerging as soon as the camera comes out. We all love furthering our knowledge of educational techniques and pedagogy. We share a happiness that comes from learning new things and expanding our world through gaining knowledge and expertise.

Slide 18 People are always popping into my office to give me food. These little cakes looked so colourful and happy all by themselves. It was a shame to eat them. But I had to try just one to see if they tasted as good as they looked. And then it was a shame to see an empty spot in the packet. And then... well they were all gone. But they made me smile twice.

Slide 19 Call me crazy, but everything in Malaysia seems to be bubbling along nicely. Even the motorbikes seem to be pretty happy with life when they have happy little faces. Is the cup half empty or half full? I prefer to see the full side of everything. I prefer to see happy faces wherever I look.

Slide 20 I just see smiley faces everywhere. I can't help it; I see a smiling face and I just have to take a photograph. Once you start looking for smiles you will find them in the most unexpected places. I found this one sitting in my office one day. People think that I am a bit crazy for seeing smiles everywhere. But I'm happy to be crazy.

Slide 21 So I leave you with one more smiling face. Malaysia is a happy kind of place with happy people with happy smiling faces everywhere I look. People who love their country, their neighbours and their food. No wonder I love this place so much. You have to smile at the thought of it. I hope to keep on enjoying life in Malaysia for a long time to come. Thankyou.

21x20 POWERPOINT SCRIPT: TELL ME A STORY

- Slide 1 Title slide (no comment)
- Slide 2 This young lady with the absolutely charming smile is Sofea.
Sofea is 12 years old, and she is a year six student at the teaching school.
Sofea says that she is not good at cooking, but she **is** good at sleeping, even though – like most kids – she doesn't like staying alone at night.
Sofea is a real person, but our story is a fiction.
- Slide 3 Here is Sofea as a storybook character.
I have drawn some pictures to illustrate my story about Sofea and her friends.
To start with, this is a picture I drew of Sofea, just like the photo we just saw.
The story-book Sofea is very much like the real Sofea.
- Slide 4 Sofea lives in a village house. Her family house is old, and made of wood like many Malaysian village houses. The house is up on stilts which keeps it out of the water if there is a flood. It is a comfortable home, but the bathroom is outside away from the house, and the dark space under the house is probably full of insects and ghosts.
- Slide 5 This is Amir, he is also 12 years old and he is in the same class as Sofea.
Amir is good at football, and he likes to play goalie because he is good at jumping but not so fast at running.
He is also very good at science and scored the highest mark last year. Obviously he is a very clever boy.
- Slide 6 Amir has a great sense of humour. He is always making jokes in the classroom.
Sofea and her friends on the girls' side of the classroom enjoy the way he makes classes more fun. Of course, none of them can go and talk to him, because girls talk with girls and boys talk with boys.
He lives in a house in the village near to Sofea's house.
- Slide 7 Sometimes on weekends and in the holidays when there was not much to do, Sofea and Amir sit on the verandah and talk. He always seems to know stuff and has such funny and interesting things to say that Sofea sometimes wishes he was her brother or cousin.
And even though he is a boy, he also hates being alone in the dark at night.
- Slide 8 One night the worst thing happened. Sofea had to go outside to the toilet. It was totally dark, but she could just see the light from the back door shining through a hole in the toilet door. Suddenly she had a creepy feeling that there was someone or something else nearby.
She waited very quietly and listened, watching through the hole in the door.

- Slide 9 After what seemed like a very long time, she couldn't hear or see anything, so she crept across to the back veranda. Again there was that creepy feeling that something else was there. There were things floating around in the air around her. They were very light, and almost seemed to be glowing. She tried to catch one in her hands.
- Slide 10 She quietly went in through the kitchen door, and then quickly ducked down behind the table because she was sure she had heard someone else in the room. Her heart was thumping so hard she was sure anyone there would be able to hear it. Slowly she peered over the edge of the table.
Nope. Nothing to see.
- Slide 11 It was the weekend and in the morning she saw Amir outside and went across to talk to him. She tried to explain to him about the night before, and he seemed to understand why she felt so frightened. But at the same time, she had the uneasy feeling that he was laughing at her underneath his sympathetic smile. Could it be that he had something to do with what she had seen last night?
- Slide 12 When she told him about the funny little floating things, he got a quizzical look on his face and scratched his head thoughtfully. Sofea stared hard at him, and waited for his thoughtful scientific response.
"What?" asked Sofea.
"Did they look like bubbles?" asked Amir, as his mouth twitched into a smile.
"Amir! Did you ...?" but he was gone ... running away from her and laughing.
- Slide 13 Sofea ran after Amir, although she wasn't sure why. She soon caught up with him, but she was too puffed to say anything.
She was a little embarrassed, but she still enjoyed having him as a friend.
It was a pretty good trick, blowing bubbles across her veranda in the dark.
She decided to get even , and she would have to be very brave to do it.
- Slide 14 She took some white plastic shopping bags and drew ghostly faces on them. After dark, she quietly tied them in the trees around Amir's house, and watched as the gentle breeze filled them and made them move in a ghostly way.
Then she hid and waited.
She was surprised to find that she didn't feel at all frightened, knowing that the only thing to be afraid of was her own plastic bags.
- Slide 15 Soon Amir came outside. He was REALLY scared when he saw the ghostly faces floating in the breeze. He seemed to be so frightened that he was having trouble speaking.
Sofea couldn't help laughing out loud.
Amir came over to where she had been hiding and just stood there looking at her. And then he smiled. "OK" he said, and walked back inside. Sofea went home to bed.
- Slide 16 Back at school, it was good to be with her friends. They had a lot of good laughs together, but Sofea decided not to tell them about what had happened with Amir and the bubbles and the plastic bags.
They did notice, however, that Sofea seemed to have a little private smile, and they knew that something must have happened.
"Sofea, what did you do on the weekend?" asked Maisarah.

- Slide 17 “Oh! I had a visit from my hero!” she replied.
“Who?” asked her friends.
“I know who your hero is ... It’s Randy Pangalila!” said Nadhah. I know he didn’t come here on the weekend!”
Sofea didn’t answer. She just smiled a secret smile.
- Slide 18 Sofea sat in her desk with the art paper in front of her, undecided what to draw. She wanted to draw ghostly-looking bubbles floating across her veranda. Or maybe she could draw Amir’s frightened face when he saw her plastic bags.
It all seemed to strange and unreal now that they were both back in school.
In the end she drew her Domo bag ...
- Slide 19 Amir was good at drawing, and he confidently drew what he thought he had seen outside his house the other night.
Sofea left her desk and walked past his desk and peeked at his picture.
Amir looked up from his work and gave her a little smile.
- No one would ever know.
- Slide 20 Sofea and her friends enjoyed reading stories like this, even though they are in English. They like it because they are stories about them, and that makes it more interesting.
They hope that there will soon be lots more stories for them to read.
Maybe you could help by tell some stories about your childhood in Malaysia.
- Slide 21 Linda and I are working on writing stories in English for Malaysian kids.
Like this story, they are fun stories about local children in a local setting.
The point of each story is simply that stories and reading can be fun and worthwhile, especially if it is about something you can relate to.