



## Preparing a PowerPoint Presentation Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

### I: Preparation

1. Before you begin, review the materials you've gathered.  
\_\_\_\_ Which photographs are most relevant?  
\_\_\_\_ What words of the interviewee are most important?  
\_\_\_\_ What conclusions have you drawn?  
\_\_\_\_ What has been revealed in the illustrations and mapping of the space?
2. Create a **Thesis Statement** to guide your presentation. What is the "heart of the story?" When you think about the interview, what seems to be most important? Here is an example:  
*The heart of our Interviewee's story was that she was helping to keep her family name alive by managing the family business.*

Write your **Thesis Statement**: What is "the heart" of your Interviewee's story?

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3. Write three Main Points that support your Thesis Statement.

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## II: Putting The Presentation Together

### 1. General Guidelines for Presentation

- \_\_\_ Each slide should have a photograph or illustration and text.
- \_\_\_ Get input from each group member and make use of each student's materials (audio recordings/transcripts, photographs, illustrations and maps, fieldnotes).
- \_\_\_ Make use of the Interviewee's direct words at least once.
- \_\_\_ Prepare a minimum of ten slides.

### 2. Slides: Use large text and clear photographs. They should contain:

- \_\_\_ Slide #1 Title Slide: A title for the presentation, the group members' names, and date of presentation.
- \_\_\_ Slide #2 Interview Slide: Title of fieldwork topic, name of Interviewee (and position if appropriate) date and location of interview.
- \_\_\_ Slide #3 Biographical information about interviewee. Where s/he was born, raised, ethnic background, family, occupation, and so on.
- \_\_\_ Slide #4 Thesis Statement and Background: The "heart of the story" plus background information about fieldwork that helps audience to understand it.
- \_\_\_ Slide #5 First main point (or event)
- \_\_\_ Slide #6 Second main point (or event)
- \_\_\_ Slide #7 Third main point (or event)
- \_\_\_ Slide #8 From this interview, we learned \_\_\_\_\_.
- \_\_\_ Slide #9 Conclusions: Group members' reactions: What did you find challenging? What pre-existing assumptions were overturned? Why was this work important?
- \_\_\_ Slide #10 Bibliography of outside sources.



### **III: The Presentation**

- \_\_\_ 1. One student should introduce the group members.
- \_\_\_ 2. Each student should speak during the presentation.
- \_\_\_ 3. Each student should speak clearly and help the audience understand the value of the fieldwork.