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?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

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