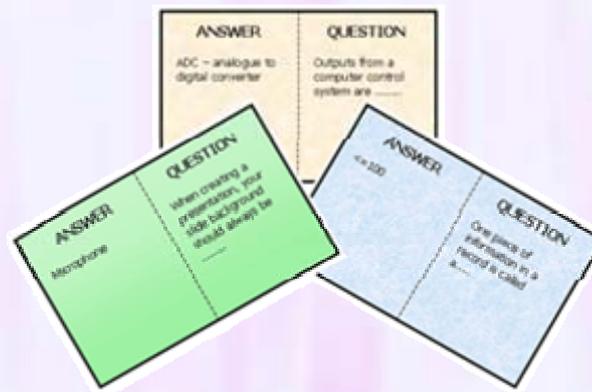


Perfect Presentations



Hop-around Cards

HOP-AROUND CARDS



Instructions for use.

Preparation

Print the cards out using a high quality colour printer

Laminate each sheet and then cut out the individual cards to make a pack.

Using the cards

Shuffle the cards.

Distribute the cards amongst your students.

Every card **MUST** be used – even if it means some students have one and others have two.

Pick a student to start. That student asks their question to the class. Quickly find that question on the table of questions/answers below so that you can keep track of the sequence and will know immediately if a wrong answer has been given.

The student who thinks they have the correct answer to the question calls out their answer.

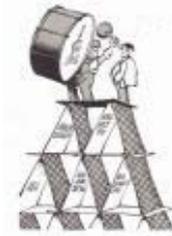
If they are correct, they then ask their question on their card to the rest of the class.

This continues until all of the questions and answers have been used.

It is important that the correct answers are accepted, otherwise the sequence will be broken and some students will end up with unused cards.

Collect the set of cards back up at the end of the task.

QUESTIONS



The table below contains the questions and matching answers. Print this table out for use during the activity.

Nominate a student to start. Quickly find their question in the table and then check that the answers which are given match those below.

The sequence of questions and answers must follow this table. If the sequence is broken, you will end up with students who have unused cards at the end.

Question/ Card No.	Question	Answer
1	When creating a presentation, your slide background should always be	Consistent
2	These are the people that you are creating your presentation for	Audience
3	A sensible size font to use for text on your slides is around	Size 22 points or above.
4	When you are presenting a list of items, it is a good idea to format them using	Bullet Points
5	When choosing slide animations you should aim to	Stick to no more than two different types of animation. Too many are distracting
6	This is the first try or practice piece of work	Draft Version
7	You can draw attention to particular words or phrases by	Making them bold or in italics
8	You should aim to have at least one of these on every slide	A suitable image which helps to add interest and clarify the points being made.
9	What should you always do before you print work?	Proof-read it and check it in print preview
10	It is a good idea to use large paragraphs of text in your presentation. True or false?	False – large paragraphs of text are hard to read. You should aim to use 4-5 bullet points per slide
11	All of your work should contain your name in the what?	Footer or master slide
12	A presentation package often comes with a large selection of ready made slides. These are called	Templates
13	When choosing your font colour you should make sure that	There is a good contrast between the font colour and the background e.g. black and white
14	It is important to get these correct, otherwise people might not have time to read what is being said on each slide.	Slide transitions and timings

15	Generally, it is not a good idea to underline headings on a computerised document because people might mistake it for a what?	Hyperlink
16	You can print your slide show out in this format so that 2-6 slides appear on one page. This can be given to the audience. What are these called?	Handouts
17	A useful way of taking photographs to put directly into the presentation is to use a	Digital Camera
18	When you have sets of data for example, lots of exam results, a good way of formatting them is to set them out in a	Table
19	A well known presentation package is called	Microsoft PowerPoint
20	This means that any original work you create belongs to you	Copyright
21	If you want to include a photograph in your presentation, you can use this to change the paper photograph into a digital image.	A scanner
22	You need to be careful when enlarging bitmapped pictures because sometimes they can	Pixelate. Then they appear fuzzy and sometimes you can see the individual pixels.
23	You can create one of these on your slide which when clicked will automatically take you to another slide in your presentation	Action button or hyperlink
24	This type of font has small extensions at the end of the letter which is supposed to make them easier to read on a page.	Serif Font
25	A spell checker is useful, but you shouldn't rely on it because	It won't pick up words which might be correct but are actually mis-spelt e.g. here instead of hear
26	In order to record some sound to use on your presentation, you will need to use a	Microphone
27	Using lots of different methods of presenting information such as images, movies and sound recordings is known as	Multimedia
28	When presenting to an audience, it is very important that you	Face them, look at them and speak slowly and clearly.
29	This appears at the top of each slide	Heading
30	These graphics can be enlarged or scaled up without any loss of quality. They are called	Vector graphics
31	The file extension for a word processing document is .doc, for a spreadsheet it is .xls. What is the file extension for a presentation?	.PPT
32	When you think you have completed your presentation, you should look at it again, perhaps ask someone else to give you feedback. This is called	Evaluation
extra		
extra		
extra		

ANSWER	QUESTION
Evaluation	When creating a presentation, your slide background should always be
	www.teach-ict.com

ANSWER	QUESTION
Consistent	These are the people that you are creating your presentation for
	www.teach-ict.com

ANSWER	QUESTION
Audience	A sensible size font to use for text on your slides is around
	www.teach-ict.com

ANSWER	QUESTION
Size 22 points or above	When you are presenting a list of items, it is a good idea to format them using
	www.teach-ict.com

ANSWER	QUESTION
Bullet Points	When choosing slide animations you should aim to
	www.teach-ict.com

ANSWER	QUESTION
Stick to no more than two different types of animation. Too many are distracting.	This is the first try or practice piece of work
	www.teach-ict.com

ANSWER	QUESTION
Draft version	You can draw attention to particular words or phrases by
	www.teach-ict.com

ANSWER	QUESTION
Making them bold or in italics	You should aim to have at least one of these on every slide
	www.teach-ict.com

ANSWER

A suitable image which helps to add interest and clarify the points being made.

QUESTION

What should you always do before you print work?

www.teach-ict.com

ANSWER

Proof-read it and check it in print preview

QUESTION

It is a good idea to use large paragraphs of text in your presentation. True or false?

www.teach-ict.com

ANSWER

False – large paragraphs of text are hard to read. You should aim to use 4-5 bullet points per slide

QUESTION

All of your work should contain your name in the what?

www.teach-ict.com

ANSWER

Footer or master slide

QUESTION

A presentation package often comes with a large selection of ready made slides. These are called

www.teach-ict.com

ANSWER

Templates

QUESTION

When choosing your font colour you should make sure that

www.teach-ict.com

ANSWER

There is a good contrast between the font colour and the background e.g. black and white

QUESTION

It is important to get these correct, otherwise people might not have time to read what is being said on each slide.

www.teach-ict.com

ANSWER

Slide transitions and timings

QUESTION

Generally, it is not a good idea to underline headings on a computerised document because people might mistake it for a what?

www.teach-ict.com

ANSWER

Hyperlink

QUESTION

You can print your slide show out in this format so that 2-6 slides appear on one page. This can be given to the audience. What are these called?

www.teach-ict.com

ANSWER	QUESTION
Handouts	A useful way of taking photographs to put directly into the presentation is to use a
	www.teach-ict.com

ANSWER	QUESTION
Digital camera	When you have sets of data for example, lots of exam results, a good way of formatting them is to set them out in a
	www.teach-ict.com

ANSWER	QUESTION
Table	A well known presentation package is called
	www.teach-ict.com

ANSWER	QUESTION
Microsoft PowerPoint	This means that any original work you create belongs to you
	www.teach-ict.com

ANSWER	QUESTION
Copyright	If you want to include a photograph in your presentation, you can use this to change the paper photograph into a digital image.
www.teach-ict.com	

ANSWER	QUESTION
A scanner	You need to be careful when enlarging bitmapped pictures because sometimes they can
	www.teach-ict.com

ANSWER	QUESTION
Pixelate. They then appear fuzzy and sometimes you can see the individual pixels.	You can create one of these on your slide which when clicked will automatically take you to another slide in your presentation
www.teach-ict.com	

ANSWER	QUESTION
Action button or hyperlink	This type of font has small extensions at the end of the letter which is supposed to make them easier to read on a page.
www.teach-ict.com	

ANSWER	QUESTION
Serif Font	A spell checker is useful, but you shouldn't rely on it because
	www.teach-ict.com

ANSWER	QUESTION
It won't pick up words which might be correct but are mis-spelt e.g. here instead of hear.	In order to record some sound to use on your presentation, you will need to use a
	www.teach-ict.com

ANSWER	QUESTION
Microphone	Using lots of different methods of presenting information such as images, movies and sound recordings is known as
www.teach-ict.com	

ANSWER	QUESTION
Multimedia	When presenting to an audience, it is very important that you
	www.teach-ict.com

ANSWER	QUESTION
Face them, look at them and speak slowly and clearly	This appears at the top of each slide
	www.teach-ict.com

ANSWER	QUESTION
Heading	These graphics can be enlarged or scaled up without any loss of quality. They are called
	www.teach-ict.com

ANSWER	QUESTION
Vector graphics	The file extension for a word processing document is .doc, for a spreadsheet it is .xls. What is the file extension for a presentation?
www.teach-ict.com	

ANSWER	QUESTION
.PPT	When you think you have completed your presentation, you should look at it again, perhaps ask someone else to give you feedback. This is called
www.teach-ict.com	

Perfect Presentations

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com