

Revitalize Your PowerPoint Presentations with the Pecha Kucha Style



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Participants

Lecturers and Trainee Teachers and of *Institut Pendidikan Kampus Dato' Razali Ismail* in Kuala Terengganu, Malaysia.



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

A USB storage device per pair of participants on which they bring their PowerPoint presentation

A digital camera per pair of participants (if required)

A Participant folder per participant

Participant Folder

Each participant is issued with a folder containing:

1. One Participant Folder sheet
2. One Timetable for Pecha Kucha Workshop sheet
3. One Program for the first three hours sheet
4. One Instructions for Participants sheet
5. One Specific Rules of Pecha Kucha Presentations for This Workshop sheet
6. Two Assessment sheets
7. One Appendix 1: Getting the Most Out of PowerPoint for Your Pecha Kucha (9 pages)
8. One Feedback sheet
9. One "Video clips presented" sheet



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.



Pecha Kucha: One Solution

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

PechaKucha 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 20x20, no words at all except for the title slide, in couple of participants working as a team. Specific rules for this workshop appear on page 6 of this module. They 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 (page 15) correspond to these aims, thus ensuring that assessment is valid.

It should be noted that Pecha Kucha 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 presentations taking on the format of Pecha Kucha, since some words on the screen are useful for the audience in a more formal setting.



Format

This 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 Pecha Kucha 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 Pecha Kucha 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 on this sheet:

[illegible]



The workshop supervisor cuts these pairings into strips and draws them out of a hat before the commencement of the third day when presentations begin. These strips are pasted onto another sheet of paper in the order they are drawn out. This drawing determines the order of presentation over the rest of the workshop. This order is kept secret to encourage full attendance at all times.

As each pairing is announced as the next presenters, that pair hands to the chief judge their assessment sheet with their names written into the appropriate boxes. That sheet is used by the Chief Judge to score that pair and tally the marks. 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. It is held until the last day when winners are announced.

Prizes are awarded to the highest-scoring three teams.



Timetable for Pecha Kucha Workshop May 20-24 2012

Venue: TELTTraC Hall

	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 Pecha Kucha.	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 Pecha Kucha: The problem and the Solution</p> <p>Mr Peter Wickham</p> <p>Instruction about the Pecha Kucha 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 Pecha Kucha (Appendix 1)</p> <p>Mrs Ruth Wickham</p>
9:00 – 9:15	<p>Pecha Kucha Demonstration: “Barbequing Shakespeare”</p> <p>Mr William Tweedie</p>
9:15- 9:30	<p>Pecha Kucha Demonstration: “Tell Me a Story”</p> <p>Mrs Ruth Wickham</p>
9:30 – 9:45	<p>Pecha Kucha 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 Pecha Kucha Presentations for This Workshop

1. Each Pecha Kucha presentation consists of exactly 20 slides, automatically timed at 20 seconds per slide = 400 seconds of presentation. One title slide is not included in the 20, and this slide alone will display words. The title slide will display the presentation title, the names of the presenters, and the date of presentation.

2. Topic: *My Life at IPGKDRI*.

3. NO WORDS CAN APPEAR ON SLIDES EXCEPT FOR 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.

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 8am on Tuesday 22nd May 2012.



Instructions for Participants

1. Pair with a partner of your choice. Advise your class representative of your partner's name.

2. Decide on a theme that suits you and your partner.

(eg for trainees: haircuts, food, transport, characters in your class, lecturers, subjects in your course, locations on campus, recreation, activities, facilities, hobbies, social life, rules, prices, weather, a typical day, accommodation, etc)

(eg for lecturers; what makes a good student, courses, curriculum, daily schedule, the joys of teaching, dress codes, CPD, my colleagues, practicum, exams, marking, assessment, pedagogy etc)

3. Decide on the mood of your presentation (eg serious, humorous, informative, statistical etc)

4. Choose images for 20 slides that each tell an individual story within the theme.

5. Decide the order of the slides and which partner is going to present which slides.

6. Write a script that takes 20 seconds for each slide. Practise speaking while timing yourself. Edit the script of each slide to make it last exactly 20 seconds. The script must appear at the bottom of the screen on PowerPoint where it says "Click to Add Notes", although you will not be able to see these during your presentation.

7. Set the Transitions setting to 20 seconds, and Apply To all.

8. Practise the whole 400 seconds with automated timing and NO SCRIPT VISIBLE.

9. Give a digital copy to your group representative by 8am on Tuesday May 22nd.

10. Lecturers: be prepared to present your talk on Tuesday 22nd May 2012.

Trainees: present in TELLTraC Hall when your turn comes up. Attend all presentations on May 22/23/24. Your turn will be decided by random selection each day. A panel of judges will assess trainee teachers' presentations according to the marking rubric on page 7 of this training module.



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	
Minus 50% per deliberate word on screen except for title slide	/100

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:

Pecha Kucha 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:

Getting the Most Out of Powerpoint for Your Pecha Kucha Presentation

by Ruth Wickham

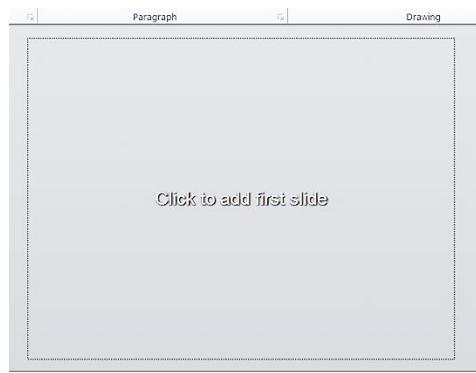


Appendix 1: Getting the Most out of PowerPoint for your Pecha Kucha Presentation

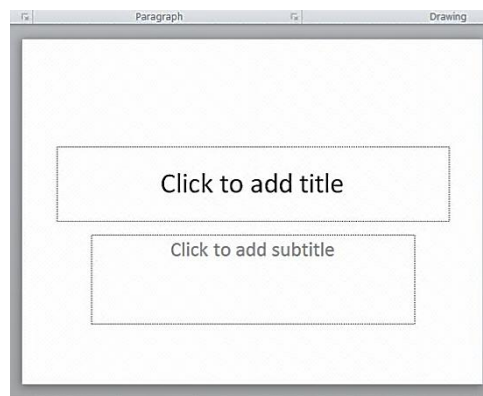
This Pecha Kucha Presentation is going to be slightly different from other PowerPoint Presentations you may have prepared in the past. Below are some brief pointers about the technical matters, most of which you may be familiar with, and some that may be new to you.

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).

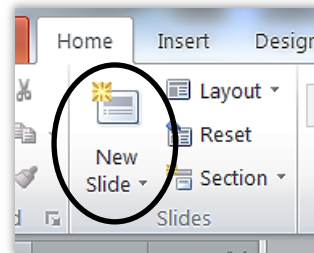
You may choose to add a background image to this slide, or insert a picture – see below how to add images – and you will need to make sure that your text remains clearly visible.

This is the only slide that will include any text.

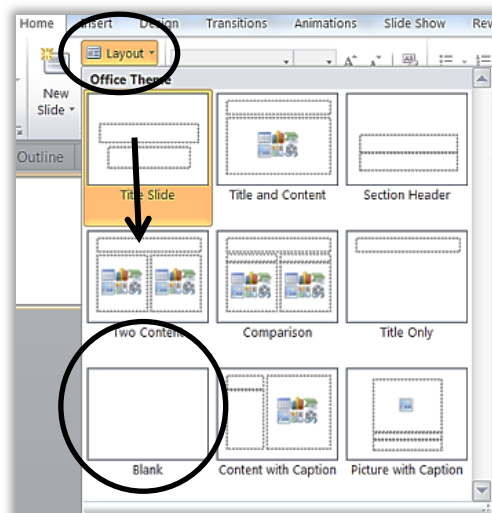


2. New Slide

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



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

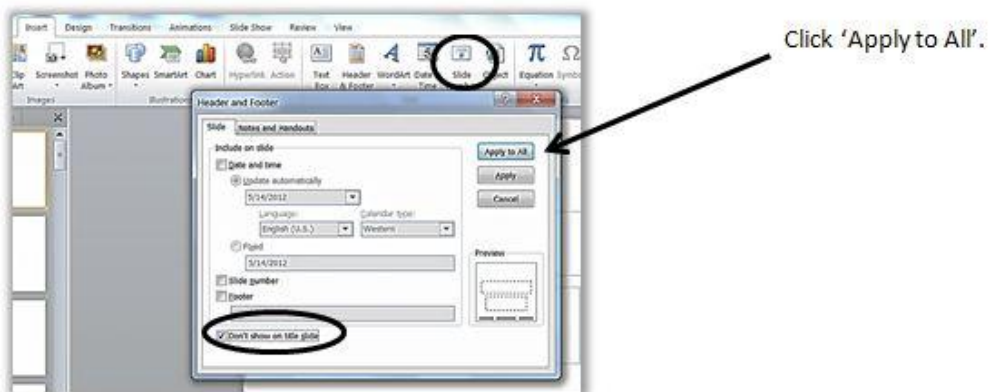


Continue to create new blank slides, 20 in total. There will be 21 slides including your title slide.



3. Number your slides

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

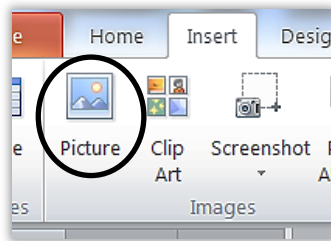




4. Adding a Picture.

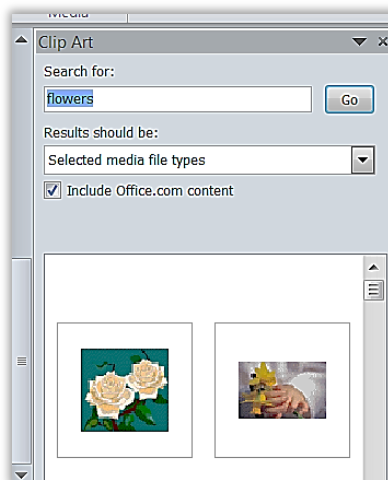
There are two basic ways to create a picture slide.

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

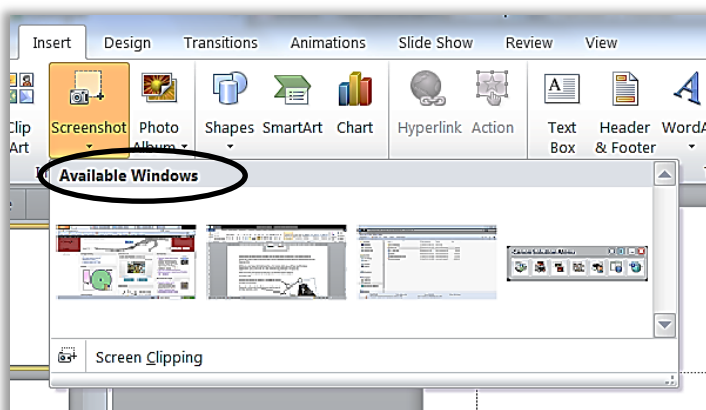


You will then have the opportunity to browse your computer for the picture you wish to add.

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

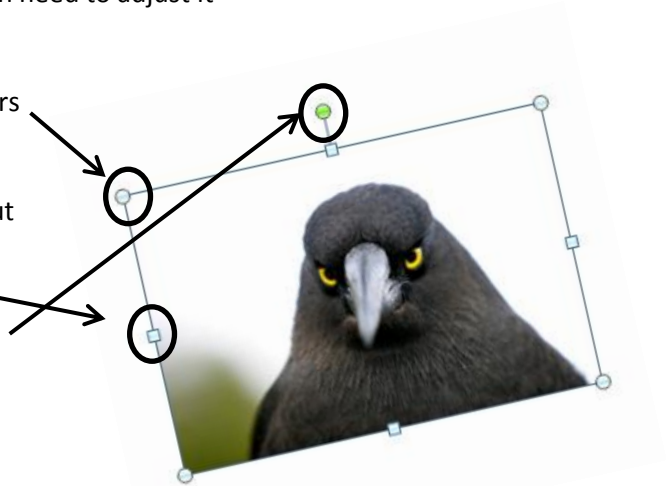
When you insert your photo/picture/clip art (or screen shot), you will then need to make adjustments to it, so that it fits the slide well and has good impact for your talk.

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

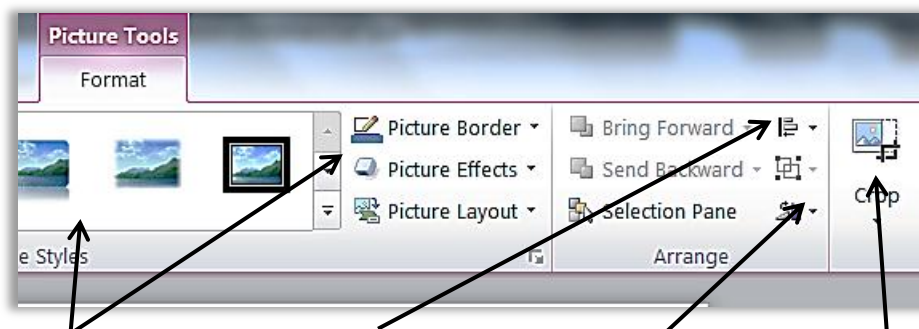
Click on your picture to 'select' it, and drag the corners to make it fit the slide.

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.

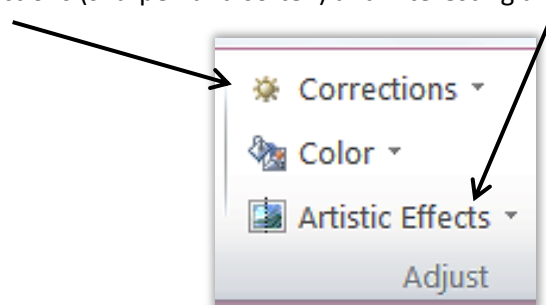


With your picture 'selected', you can also now use the options on the 'Format' ribbon.



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.)

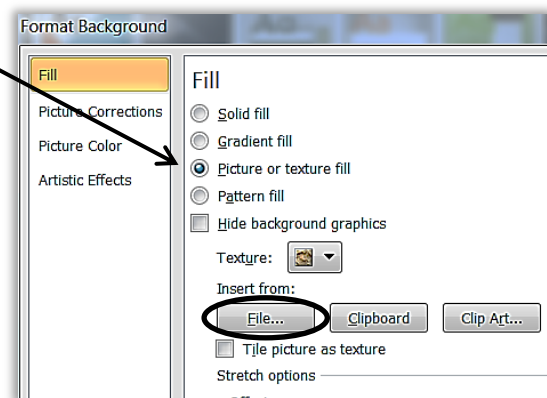
On the 'Design' ribbon, click on background styles, and go to format background.



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

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

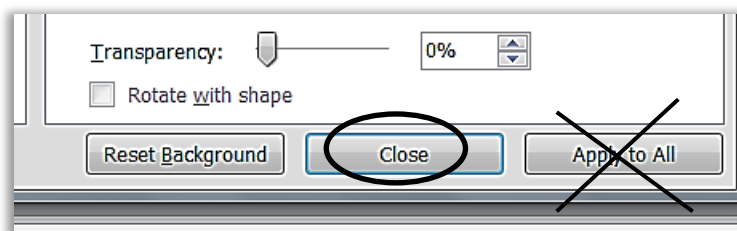
The picture will be inserted as the background of the slide, fitting perfectly without further adjustment. BUT if the picture is the wrong shape it will automatically be cropped (rather than stretched) and you need to make sure the important part is visible.



Uncheck the 'Tile Picture as texture' box.

IMPORTANT

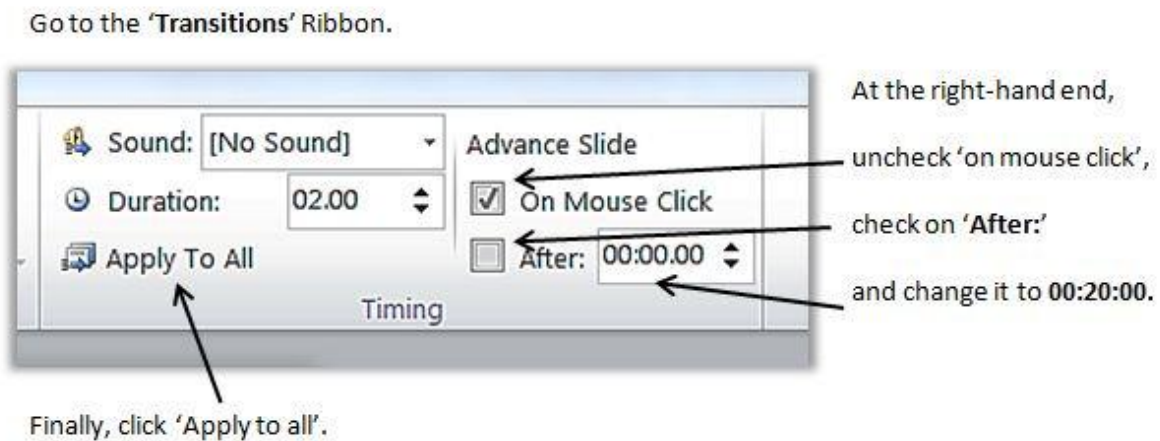
In *this* situation, make sure not to click on the "apply to all" button at the bottom. Click 'Close'.





5. Setting the Timing

This is the important part of your Pecha Kucha presentation.



6. Your Title Slide

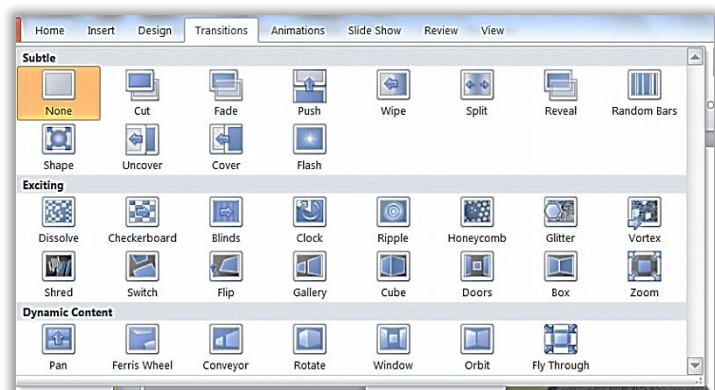
We don't want your title slide to be only visible for 20 seconds, in case there is some kind of delay, so you need to change the timing setting just for that one slide.

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 should stay 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 you Pecha Kucha presentation and you need to consider whether or not it will simply be a distraction.





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.