

Building a Slide Presentation: Structure First

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.1

WHAT THIS LESSON DOES

Learn to construct the framework of your presentation by creating slide titles in logical order before adding any content or visual elements. This method ensures your ideas form a coherent narrative suitable for your VET interview presentation.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.1	Use presentation application software to create an effective presentation and promotional materials.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Build structure before design using the thumbnail strip or a numbered outline
- Apply one idea per slide and write titles before body content
- Create a titles-only structure for your format 1 piece (slide deck or equivalent outline)

BEFORE THE BELL

- Prepare Aoife's seven titles and the café rewrite list for a short structure-first demo on the classroom screen only
- Confirm students can open Project_Portfolio/09_specialism/sm2/
- Know who locked format 1 as slides vs another format
- Have a blank PowerPoint for the web or Google Slides window ready for a 3-minute structure-first demo on the classroom screen only. Confirm students can open Project_Portfolio/09_specialism/sm2/.
- No prep needed beyond the intro demo deck using Aoife's seven titles and the café rewrite list ready to show.
- Projector on PowerPoint for the web or Google Slides for the teacher demo. Students need cloud access to Project_Portfolio/09_specialism/sm2/. Non-slide students need Word for the web or Google Docs in the same folder.
- No prep needed.
- Be ready to approve non-slide files named exactly sm2_vet_structure_outline_v1 in sm2/. Verify every student banks a KA file before the period ends.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Board lead: Format 1 = the piece you show at VET. Today = titles only. Hands up: slides or not slides
- Open format-neutral: format 1 is the VET interview piece; today is titles only
- Hands-up poll: slides vs other format before guided practice and again before IP
- Project Aoife's list and the café rewrite; name the three rules aloud rather than reading table cells
- Practice file is sm2_structure_practice_aoise; KA files are sm2_vet_presentation_v1.pptx (slides) or sm2_vet_structure_outline_v1 (non-slides)
- Non-slide students follow the numbered mini-path on the page during the slide demo
- Demonstrate titles-only on the classroom screen first; stop anyone adding design early
- Before IP, 60-second rewrite model plus think-aloud from a student-safe project
- IP circulate script: open file, confirm exact name in sm2/, 30-second title read, tick or one fix; start with unsure Something Real students
- Bank the titles-only file today as SM2 KA1 / VET spine evidence; do not set the KA file as homework

WHAT TO WATCH FOR

- Starting themes or images before titles are complete: delete distractions and finish titles first
- Multiple ideas on one slide: split into separate titled slides or sections
- Saving practice under the VET filename: rename practice to sm2_structure_practice_aoise and create a separate KA file
- Non-slide students inventing filenames: insist on sm2_vet_structure_outline_v1

DIFFERENTIATION

- Support: keep Aoife's seven slots and rewrite each title; allow placeholders if Something Real is still forming
- Support: paired review of title lists for logical flow
- Extension: partner retell in three sentences; rewrite one weak title