

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	Represent information on a topic that is relevant to them in an appropriate digital format and justify the selection.

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

- Open the Key concepts step on your own screen beforehand and read Aoife's seven titles and the café rewrite once, so you can project them and talk from them without pausing to find them
- Know who has locked format 1 as slides and who has chosen 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.
- 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

- Open in plain language: format 1 is the piece each student will show at the Vocational Education Task interview, and today is titles only. Expand the term rather than using the initials, because not every student knows what they stand for.
- Take a hands-up poll of slides against other formats before the guided practice, and again before independent practice, so nobody on the outline path drifts.
- Project Aoife's list and the café rewrite and name the three rules aloud off those lists, rather than reading the table cells to the class.
- Keep the filenames straight in your own head: the practice file is sm2_structure_practice_aoise, while the files students keep are sm2_vet_presentation_v1.pptx on the slides path and sm2_vet_structure_outline_v1 on the other path.
- Students who are not building slides follow the numbered mini-path on the page while you run the slide demonstration.
- Demonstrate titles only on the classroom screen first, and stop anyone who starts adding design, because once themes appear the class stops hearing the story.
- Before independent practice, model a 60-second rewrite and think aloud from a project that is safe to discuss in front of everyone.
- While students work, open each file, confirm the exact name is right and that it sits in sm2/, listen to a thirty-second read of the titles, and either tick it off or give one fix. Start with the students who are least sure about their Something Real project.
- Collect or verify the titles-only file during the lesson as the assessment evidence for this specialism, and do not send it home as homework.

WHAT TO WATCH FOR

- Starting themes or images before titles are complete: delete the distractions and finish the titles first
- Multiple ideas on one slide: split them into separate titled slides or sections
- Saving practice work under the interview filename: rename the practice copy to sm2_structure_practice_aoise and create a separate file for their own project
- Students on the outline path inventing their own filenames: insist on sm2_vet_structure_outline_v1

DIFFERENTIATION

- Support: keep Aoife's seven slots and rewrite each title, allowing placeholders if the Something Real project is still forming
- Support: pair students to review each other's title lists for logical flow
- Extension: a partner retells the story in three sentences, and the student rewrites one weak title