

Modern Education Society's Wadia College of Engineering Pune-01

Department of Computer Engineering

Name of Student:	Class:
Semester/Year:	Roll No:
Date of Performance:	Date of Submission:
Examined By:	Activity No: 5

Business Communication Skills

ACTIVITY NO: 05

AIM: Preparing effective PowerPoint presentations for dissemination of information

OBJECTIVES: To set standards that are expected to be followed while making PowerPoint presentations for dissemination of information.

METHOD: Students should make a presentation on any informative topic of their choice. The topic may be technical or non-technical. The teacher should guide them on effective presentation skills. Each student should make a presentation for at least 10 minutes

OUTCOME – Prepare students for group discussion / meetings / interviews and presentations

CONCLUSION: With the help of the PowerPoint presentations the students learn effectively dissemination of information using ICT tools.

QUESTIONS:

- 1 What are the guidelines while making a powerpoint presentation ?
- 2 What are the principles of making an effective powerpoint presentation?
- 3 What are the common mistakes to avoid when making a presentation?
- 4 Make a PowerPoint presentation on a topic of your choice.