**Early Medieval Period Presentations**

Ok troops, here are the marching orders for this assignment. Since I am not here to lecture on Early Medieval we are all going to divide and conquer. These presentations are a little different from the Non-Western Presentations that you have done previously, so read the directions carefully. The group that was assigned this chapter for the Chapter Summary and Chapter Challenge will still be responsible for these two things. The 4 groups will each have 2 periods from the Chapter that they are responsible for presenting to the class. The presentations will only last 4 days, so there will be 2 periods presented in a day. Each period presented should take roughly 25 minutes. The other students will be taking notes from your lecture again so make sure that you take this seriously. The presentations will be given in the order that they appear in the book, also as shown down below.

The 8 periods and groups responsible are as follows:

* Visigoths: *Ninja Turtles*
* Lombards: *Purple Gladiators*
* Norse: *A-Team*
* Celts/Anglo-Saxons: *Fellowship*
* Moors: *Purple Gladiators*
* Carolingian Empire: *A-Team*
* Vikings: *Ninja Turtles*
* Ottonians: *Fellowship*

Now, many of you have probably noticed that a lot of these “periods” are actually a group of people. When these periods are presented you will not be covering the *entire* history of the Moors, or the Vikings from the beginning of time. But you will be focusing mainly on the time periods that they are discussed in your textbook.

Here is what the presentations *should* cover:

* Small history of the people/culture
	+ Did these people invade? Where? When?
	+ What else is important to know about this group?
* A summary of the typical style of art for the period
	+ Main materials used.
	+ Were they allowed to use iconography? If so, what type was used?
	+ What else is important to know about the style?
* Main artworks from the culture/period, including the ones from the book
	+ Use all the works from the book in your given period, and AT LEAST two additional popular works taken from elsewhere. The other AP textbooks are good for this; Gardner’s and Janson’s Art History. Both are available on my bookshelves to look at, but *NOT* take home. The library has copies that you can check out and take home. There are probably additional books on your periods on my bookshelves, so you can look through whatever you want but please be gentle. My book collection took a lot of time and money to get together.
	+ Give a small bit of information on each work. The slides for these should look much like the slides from all the other chapters. The image should dominate the page, and there should be the slide numbers, artist, title, date, etc. listed.
		- Cover the content, context, and formal elements of each work when presenting.
* Main Religion(s) of the period
	+ Religious details: practices, beliefs, etc.
	+ How did the religion affect the way that the art looked?
	+ How did their religion affect the regions they invaded? Conversions?
	+ What else is important to know?
* **NOTE:** You *WILL* have to do extra reading outside the book for this project. This will help you present the adequate amount of information. You can use the links on our APAH website for help finding good/usable information.

How to present this project:

* Break the period assignment up into responsibilities as designated by the Secretary. Just remember that however you break up the assignment will determine what each person will lecture on. So be fair and realize what will take the most time to do the actual lecture on, and then divide evenly amongst the group members.
* Each period will have its own PowerPoint or Prezi presentation. It is not provided by me this time. It is the Webmasters job to put together all the information provided to him/her by the group. Webmaster, it is important you set a date in which all information must be given to you so that you are not rushed in the end to throw everything together.
* The checker will check all the facts on the slides for accuracy. Webmaster, make sure you have a set date for when you will be providing this information to the checker. You must give them adequate time to do their job.
* The editor will have final approval and will help the Webmaster if he/she needs it. Editor, you may also want to make a schedule or timeline on when things need to be done in order to have the presentation ready for the day you actually present. You can also check up on everyone and make sure that the other group members are getting the information to the next team member in a timely manner.
* For giving the oral portion of presentation use the tips that I provided for the Non-Western Presentations (they are also on my website).
* There are additional tips on how to put together a GOOD PowerPoint/Prezi presentation. Use the tips below to receive a good grade on the presentation. Webmaster, pay special attention on how to put together the PowerPoint/Prezi so that is effective for everyone to lecture on, and for the rest of the class to take notes off of.

PowerPoint/Prezi Tips:

Structuring Your Talk:

Preparing a talk always takes far longer than you anticipate. Start early!

* Write a clear statement of the problem and its importance.
* Research. Collect material which may relate to the topic.
* Tell a story in a logical sequence.
* Stick to the key concepts. Avoid description of specifics and unnecessary details.
* If you are making a series of points, organize them from the most to the least important. The less important points can be skipped if you run short of time.
* Keep your sentences short, about 10-20 words each is ideal. This is the way people usually talk.
* Strive for clarity. Are these the best words for making your point? Are they unambiguous? Are you using unfamiliar jargon or acronyms?

Preparing Your Slides:

Presentation Design

* Let the picture or graphics tell the story - minimize the use of text.
* Don’t overload your slides with too much text or data.
* FOCUS. In general, using a few powerful slides is the aim.
* Type key words in the PowerPoint Notes area listing what to say when displaying the slide. The notes are printable.
* Number your slides and give them a title.
* Prepare an Agenda or Table of Contents slide. You can reuse the same slide at the end of the presentation by changing the title to Summary.
* Prepare a company logo slide for your presentation.
* You can add a logo and other graphics to every slide using the slide master feature or by adding them to the footer.
* Proofread everything, including visuals and numbers.
* Keep “like” topics together.
* Strive for similar line lengths for text.

Visual elements

* A font size of 28 to 34 with a bold font is recommended for subtitles. The title default size is 44. Use a san serif font for titles.
* Use clear, simple visuals. Don’t confuse the audience.
* Use contrast: light on dark or dark on light.
* Graphics should make a key concept clearer.
* Place your graphics in a similar location within each screen.
* To temporarily clear the screen press W or B during the presentation. Press any key to resume the presentation.

Text

* Font size must be large enough to be easily read. Size 28 to 34 with a bold font is recommended.
* It is distracting if you use too wide a variety of fonts.
* Overuse of text is a common mistake.
	+ Too much text makes the slide unreadable. You may just as well show a blank slide. Stick to a few key words.
	+ If your audience is reading the slides they are not paying attention to you. If possible, make your point with graphics instead of text.
	+ You can use Word Art, or a clip art image of a sign, to convey text in a more interesting way.

Numbers

* Numbers are usually confusing to the audience. Use as few as possible and allow extra time for the audience to do the math.
* Numbers should never be ultra precise:
	+ “Anticipated Revenues of $660,101.83” looks silly. Are your numbers that accurate? Just say $660 thousand.
	+ “The Break Even Point is 1048.17 units. Are you selling fractions of a unit?
	+ Don’t show pennies. Cost per unit is about the only time you would need to show pennies.
* If you have more than 12-15 numbers on a slide, that’s probably too many.
* Using only one number per sentence helps the audience absorb the data.

Statistics

* Use the same scale for numbers on a slide. Don’t compare thousands to millions.
* When using sales data, stick to a single market in the presentation. Worldwide sales, domestic sales, industry sales, company sales, divisional sales, or sales to a specific market segment are all different scales. They should not be mixed.
* Cite your source on the same slide as the statistic, using a smaller size font.

Charts

* Charts need to be clearly labeled. You can make more interesting charts by adding elements from the drawing toolbar.
* Numbers in tables are both hard to see and to understand. There is usually a better way to present your numerical data than with columns and rows of numbers. Get creative!
* PowerPoint deletes portions of charts and worksheets that are imported from Excel, keeping only the leftmost 5.5 inches. Plan ahead.

Backgrounds

* Backgrounds should never distract from the presentation.
* Using the default white background is hard on the viewer’s eyes. You can easily add a design style or a color to the background.
* Backgrounds that are light colored with dark text, or vice versa, look good. A dark background with white font reduces glare.
* Colors appear lighter when projected. Pale colors often appear as white.
* Consistent backgrounds add to a professional appearance.
* For a long presentation, you may want to change background designs when shifting to a new topic.

Excitement

* Slides for business presentations should be dull! You don’t want to distract the audience.
* Sounds and transition effects can be annoying. Use sparingly.
* Animation effects can be interesting when used in moderation.
	+ Too much animation is distracting.
	+ Consider using animated clip art
	+ Consider using custom animation
* You can insert video and audio clips into PowerPoint.
* You can also insert hyperlinks.

Hints for Efficient Practice:

Timing - Practicing Your Presentation,

* Talk through your presentation to see how much time you use for each slide.
* Set the automatic slide transition to the amount of time you want to spend discussing each slide.
* Are you using the right amount of time per slide? Decide which slides or comments need alteration to make your presentation smoother.
* Change the automatic slide transition settings for individual slides to fit the amount of time needed for that slide and practice again. Are you still within the time limit?
* Decide if you want to remove the automatic slide transition feature before giving the presentation.

Content

* Make a list of key words/concepts for each slide
* Read through the list before you begin.
* Don't attempt to memorize your text;
* Your words will probably be different each time you practice.
* Think about the ideas, and your words will follow naturally.

Delivering Your Talk:

Pre-Talk Preparation

* Plan to get there a few minutes early to set up and test the equipment.
* Dress appropriately for your audience.
* Turn off your cell phone.

Handouts:

* Edward Tufte, the leading expert on visual presentation techniques, advises speakers to always prepare a handout when giving a PowerPoint presentation.
* Make about 10% more handouts than you expect to use.
* Distribute handouts at the beginning of your talk.

Opening:

* Jump right in and get to the point.
* Give your rehearsed opening statement; don't improvise at the last moment.
* Use the opening to catch the interest and attention of the audience.
* Briefly state the problem or topic you will be discussing.
* Briefly summarize your main theme for an idea or solution.

Speaking

* Talk at a natural, moderate rate of speech
* Project your voice.
* Speak clearly and distinctly.
* Repeat critical information.
* Pause briefly to give your audience time to digest the information on each new slide.
* Don’t read the slides aloud. Your audience can read them far faster than you can talk.
* If you plan to write on the slides to emphasize key points during the presentation, practice ahead of time. To select the writing tool right-click during the presentation.

Body Language

* Keep your eyes on the audience
* Use natural gestures.
* Don’t turn your back to the audience.
* Don’t hide behind the lectern.
* Avoid looking at your notes. Only use them as reference points to keep you on track. Talk, don’t read.

Questions

* Always leave time for a few questions at the end of the talk.
* If you allow questions during the talk, the presentation time will be about 25% more than the practice time.
* You can jump directly to a slide by typing its number or by right-clicking during the presentation and choosing from the slide titles.
* Relax. If you’ve done the research you can easily answer most questions.
* Some questions are too specific or personal. Politely refuse to answer.
* If you can’t answer a question, say so. Don’t apologize. “I don’t have that information. I’ll try to find out for you.”

Length:

* To end on time, you must PRACTICE!
* When practicing, try to end early. You need to allow time for audience interruptions and questions.

Demeanor:

* Show some enthusiasm. Nobody wants to listen to a dull presentation. On the other hand, don’t overdo it. Nobody talks and gestures like a maniac in real life. How would you explain your ideas to a friend?
* Involve your audience. Ask questions, make eye contact, and use humor.
* Don’t get distracted by audience noises or movements.
* You’ll forget a minor point or two. Everybody does.
* If you temporarily lose your train of thought you can gain time to recover by asking if the audience has any questions.

Conclusion:

* Close the sale.
* Concisely summarize your key concepts and the main ideas of your presentation.
* Resist the temptation to add a few last impromptu words.
* End your talk with the summary statement or question you have prepared. What do you want them to do? What do you want them to remember?
* Consider alternatives to “Questions?” for your closing slide. A summary of your key points, a cartoon, a team logo, or a company logo may be stronger.