

## Instructions

The aim of these instructions is for students to become competent at filling in the silent period and reducing monotony during an oral presentation using presentation software. Follow the instructions listed below in order.

Files:

- 3x20 PechaKucha Instructions for signposts (pdf)
- 3x20 PechaKucha Basic (PowerPoint)
- 3x20 PechaKucha Start (PowerPoint)
- 3x20 PechaKucha End (PowerPoint)
- 3x20 PechaKucha Template (PowerPoint)
- Signpost examples 1 (pdf)
- Signpost examples 2 (pdf)
- 3x20 PechaKucha Checklist - for PowerPoint, script and presentation (pdf)
- 3x20 PechaKucha Script for Students (Word)

Step 1) First show the list of signposts in **Signpost examples 1** and inform the students the necessity and function of signposts for presentations in English. Also indicate to the learners that signposts can be said at the beginning of a slide, and at the end of a slide; sometimes a signpost could be used only at the beginning or at the end depending the phrase used.

Step 2) Next, run the PowerPoint in **3x20 PechaKucha Basic** to demonstrate how signposts could be used at the beginning and the end of each slide.

Step 3) Next, run the PowerPoint in **3x20 PechaKucha Start** to focus only on the beginning of the slide. The students will practice the signposts only as is it displayed. Basically, the student will read the signposts in time with the automated slides.

Step 4) When the students have familiarized themselves with typical signposts, the learner must then mix various signposts from **Signpost examples 1** in time with the automated PowerPoint. The instructor can test the listener by listening to the learners' selection of signposts. Use **Signpost examples 2** if learners are finding difficulty selecting appropriate signposts for a particular slide.

Step 5) Repeat Step 2) to Step 4) with the PowerPoint in **3x20 PechaKucha Start**, which are signposts for what could be said at the end of a slide. Again, use **Signpost examples 2** if learners are finding difficulty selecting appropriate signpost for a particular slide.

Step 6) The instructor will then choose a theme (or allow the learner to decided a topic on their own), and the learner selects three images to add to the PowerPoint template in **3x20 PechaKucha Template**. The learner must also insert a Title, name and student number in the first slide.

Step 7) The instructor will remind learners that signposts are used as a guide for learners to indicate what will be said or what was already said. With this in mind, the learners are asked to conduct their presentation without any silent period for the duration of the PowerPoint slide that the learner has made with the template.

NOTE: Reference the 3x20 PechaKucha checklist and 3x20 PechaKucha Script for preparation if necessary.