Multimedia Computer Reports

When you use a computer to show slides as you read your speech, you are giving a **multimedia presentation.** You may also add video images and sounds to your presentation.

If you prepare your multimedia report for viewing by an individual computer user, you are making an **interactive report.** It will have buttons (links) to click on to display more information.

To create a multimedia presentation or an interactive report, you need special computer software. Check your computer to see if it has a multimedia or presentation program (such as Hyperstudio™ or PowerPoint™). You can also create a Web-page multimedia report using a Web browser and the computer code Hyptertext Markup Language (HTML).

What's Ahead

This chapter will help you plan and present effective multimedia presentations and interactive reports.

- **Writing Guidelines**
- **Storyboards**

Writing Guidelines: Multimedia Presentation

Projecting slides from a computer as you read your speech can help your audience understand your topic and hold their interest. You click the mouse to move from one slide to the next.

PREWRITING   Choosing a Subject

- Consider the interests of your audience.
- Select a speech or report you want to use for your presentation.
- Create an outline of ideas from your speech or report. Be sure your ideas can be made into an interesting visual presentation.

Gathering Details

- Look for pictures in your software program or on the Internet that relate to your topic. You may also choose to create and scan in your own pictures.

WRITING   Preparing the Presentation

- Create a storyboard. (See the sample storyboard on page 330.4.) Each main idea in your presentation should have its own slide. Use your outline headings as a guide for making your slides.
- Use the computer to design the slides. Use an easy-to-read typeface. You may add sound effects or music to your report.

REVISING   Improving Your Presentation

- Connect all your text and pictures with transitions so that your reports reads smoothly.
- Add special effects such as bulleted points or animation.

EDITING Checking for Errors

■ Check for spelling, punctuation, grammar, and capitalization errors. Have someone review your report.

■ First practice giving your presentation alone, making sure that it works and looks the way you want it to. Then practice in front of friends or family members and ask for suggestions.

If you have trouble pronouncing certain words, replace them with words that mean the same thing but are easier to say.

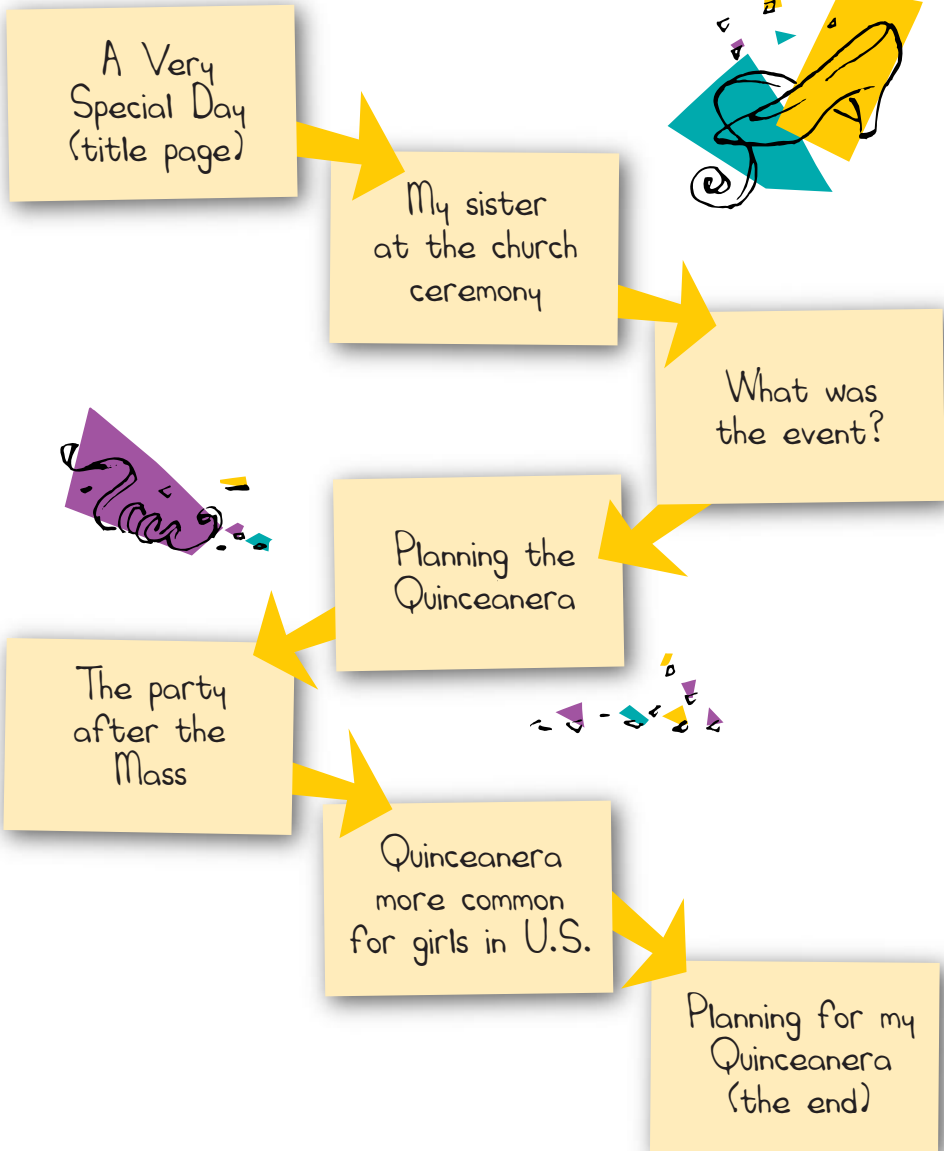■ Be sure each image and sound add to your report and do not distract from it.

note See page 329 in *All Write* for tips to follow when you deliver your speech.

Multimedia Presentation Storyboard

Here is the storyboard for Gloria's multimedia presentation. (See page 328 in *All Write* for the model speech.) She will be reading her speech as she shows her computer slides.

A Very
Special Day
(title page)

My sister
at the church
ceremony

What was
the event?

Planning the
Quinceanera

The party
after the
Mass

Quinceanera
more common
for girls in U.S.

Planning for my
Quinceanera
(the end)

Writing Guidelines: Interactive Report

PREWRITING Choosing a Subject

■ Start with a speech, a research paper, or an informational essay you've already written.

Gathering Details

■ Look for pictures in your software program or on the Internet that relate to your topic. Create and scan in your own pictures.

WRITING Preparing the Presentation

■ Create a storyboard. (See the sample storyboard on the next page. You may use a similar format for your interactive report.)

■ Each main idea in your report will have its own page with links to other pages that provide more information.

■ Use the computer to design the slides. Make sure the text is easy for your audience to read.

■ Use buttons or text links to guide readers through your report. You can also use links to provide definitions, extra information, video clips, animation, sound effects, music, or related Web sites.

REVISING Improving Your Writing

■ Go through your entire report to make sure it works.

■ Be sure your slides contain all the important information in a logical order and are connected with transition words.

EDITING Checking for Errors

■ Check for spelling, punctuation, grammar, and capitalization.

■ Ask friends or family members to view your report and offer suggestions.

Interactive Report Storyboard

Here is the storyboard for Gloria's interactive report. (See page 328 in *All Write* for the model speech.) She will not be present when her report is viewed, so she prepared ways to share more of her speech's information with her reader.

A Very Special Day (title page)

Teresita, guest of honor at a big party afterward

Her wedding? No.

Her Quinceanera, becoming an adult at age 15

My sister at the church ceremony

Start at age 14

Choose the Corte de Honor (14 couples)

Find an escort (boyfriend) and a dress

What was the event?

Planning the Quinceanera

Decorations and food by our aunt

The party after the Mass

White high heels as a symbol of adult-hood from her dad

Danced with her father

Quinceanera more common for girls in U.S.

Some familes, Quinearneras for boys

Planning for my Quinceanera (the end)

The blue boxes show the information added to the original slides.