Multimedia Computer Reports

After preparing a speech or classroom report, you now have the opportunity to make it even more effective. Personal computers allow you to enhance your work with sound and images. You can prepare slides, use animated graphics, and even share your report on disk or via the Internet.

A **multimedia presentation** is a computer slide show you present along with a speech. An **interactive report** is viewed privately on a computer and has links to more information. To create either the presentation or the report, you need special computer software. You can create a Web-page report on the Internet.

WHAT'S AHEAD

This chapter will help you plan and present effective multimedia presentations and interactive reports. You will find a sample presentation and report on the Write Source Web site <www.thewritesource.com>.

- Multimedia Presentation
- Interactive Report

Writing Guidelines: Multimedia Presentations

A computer slide show can make the ideas in a speech clearer or more interesting. The software allows you to show one slide after another with the click of a mouse.

Prewriting ----[**Choosing a Subject**]

- Choose a topic that interests you and your audience. (For ideas on choosing a subject, see pages 45-52 and 348 in *Write Source 2000*.)
- Look for or create pictures (and perhaps sounds) that relate to your topic.

Writing ----[**Preparing the Presentation**]

- Write your speech. (See pages 347-354 in *Write Source 2000* for guidelines and help.)
- Create a storyboard to map out your entire slide show. (See the sample storyboard on page 354.3.) Each main idea in your presentation should have its own slide. Use your written speech or your note cards to help you plan your storyboard.
- Design your slides so they will be easy to view. If you use words on your slides, select an easy-to-read font.
- Use pictures and sounds from your software program that work with your speech. You can also find other graphics on the Internet can scan in your own pictures or record your own sounds.

Revising ----[**Improving Your Presentation**]

Practice your presentation in front of friends or family members. They can point out parts that are unclear or need improving.
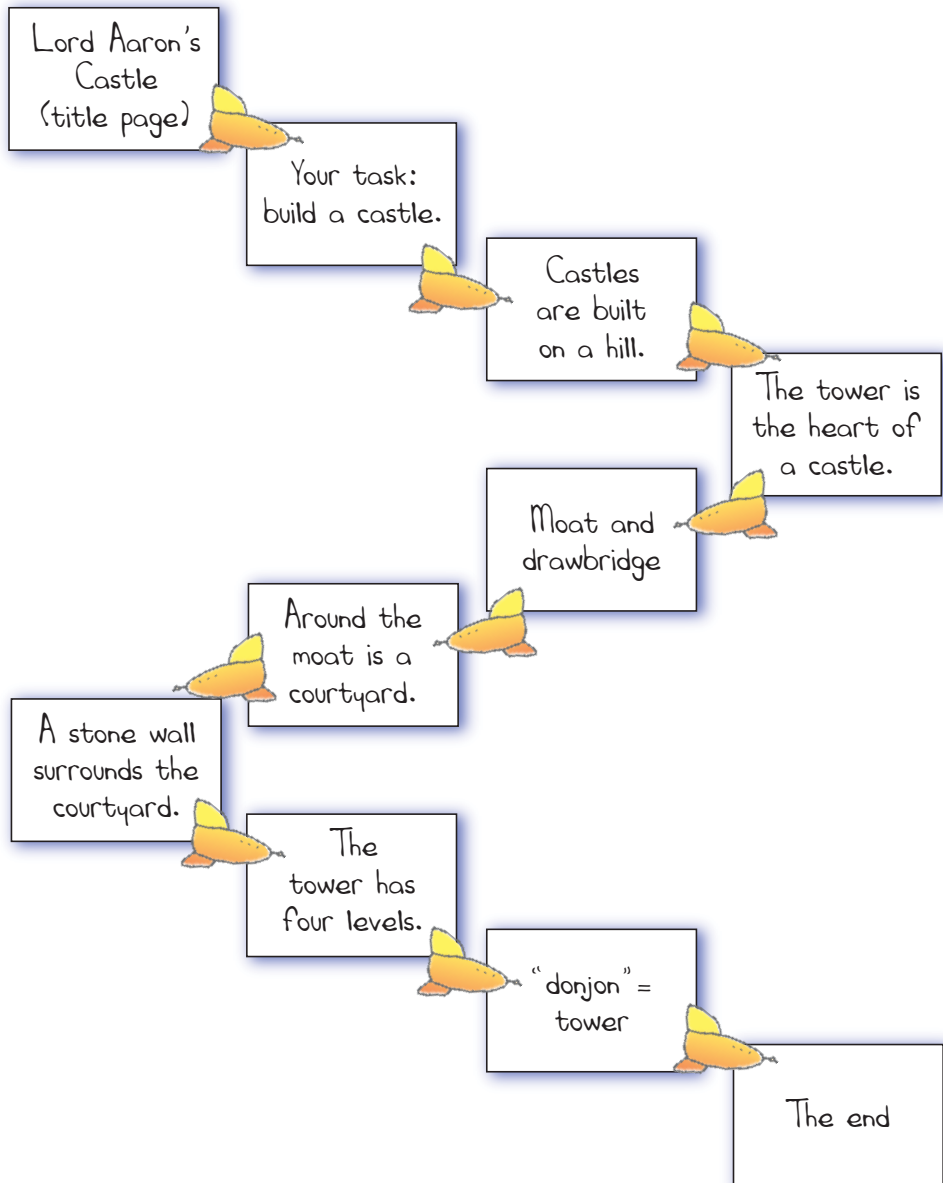
Editing ----[**Checking for Style and Accuracy**]

Check to be sure your sentences sound smooth and your slides are free of spelling, punctuation, and mechanical errors. (See pages 387-456 in *Write Source 2000*.)

Multimedia Presentation Storyboard

Here is the storyboard for Aaron's multimedia presentation. (See page 353 in *Write Source 2000* for the model speech.) Aaron will read his speech as he shows slides to support the main ideas presented.

Lord Aaron's Castle (title page)

Your task: build a castle.

Castles are built on a hill.

The tower is the heart of a castle.

Moat and drawbridge

Around the moat is a courtyard.

A stone wall surrounds the courtyard.

The tower has four levels.

"donjon" = tower

The end

Writing Guidelines: Interactive Reports

An interactive report is designed to be viewed by an individual using a computer. Good examples of the interactive format include encyclopedias on CD's and informative Web sites.

Prewriting ----- [**Choosing a Subject**]

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

Writing ----- [**Preparing the Report**]

Complete a storyboard to describe what the viewer will see on screen for each main idea in your report. (See the sample storyboard on page 354.5.)

■ Design your report so that your main ideas will be clear to the viewer. Use tables and charts to organize confusing details. Select fonts and colors that are easy to read.

■ Check your software or the Internet for appropriate pictures and sounds or scan in your own pictures and record your own sounds. Add "forward" and "back" links to each page to guide readers through the report. Use additional links for definitions, extra information, video clips, animations, or related Web sites.

Revising ----- [**Improving Your Report**]

Have a friend or family member go through your report to make sure it works. If there are problems, revise your design and your writing to make it as clear and interesting as possible. Save the report on a disk or CD labeled with your name and the report's title. Then share it with others.

Editing ----- [**Checking for Style and Accuracy**]

Check to make sure your text reads smoothly and is free of spelling, punctuation, and mechanical errors. (See pages 387-456 in *Write Source 2000*.)

Interactive Report Storyboard

As you can see, the storyboard for Aaron's interactive report contains more information than the multimedia storyboard. Aaron needs to share his speech's information more completely since he will not be present when the report is accessed.

Lord Aaron's Castle (title page)

Why castles are built on a hill

Your task: build a castle.

Castles are built on a hill.

How? Who will build it?

The tower is the heart of a castle.

Importance of a well

Moat and drawbridge

Around the moat is a courtyard.

Function of the drawbridge

A stone wall surrounds the courtyard.

The tower has four levels.

A story about dungeons

"donjon" = tower

The end

The green boxes show the additional information linked to the original slides.