Preparing Presentations in 3 Steps

Step 1: Speech Writing

Objectives

- Utilise GenAI to generate outlines, drafts, and content for speech writing.
- Critically evaluate and refine AI-generated content to align with the speech purpose, styles, and intended messages.
- Demonstrate the ability to fact-check and verify information obtained from AI tools.
- Analyse and discuss the benefits and limitations of using AI tools for speech preparation.

Activity / Idea

1. Divide the class into small groups of 3-4 students. Assign each group a specific speech topic or allow them to choose their own topic.
2. Each group use GenAI such as ChatGPT to generate ideas, outlines, and key points for their speech topic.

   Example Prompts
   - "Generate an outline for a 5-minute speech on [topic]"
   - "Suggest 3 attention-grabbing opening lines for a speech about [topic]"
   - "Provide 5 key statistics or facts related to [topic] that could be included in a speech"

3. Students evaluate the AI-generated content and refine it to align with their own perspectives, experiences, and speech styles by discussing the following questions.

   Fact-Checking and Verification
   - What statistics, data, or claims are made in the AI-generated content? How can you fact-check them?
   - Which reliable sources can you cross-reference to ensure accuracy and validity?
   - Do you notice any potential biases or inaccuracies in the AI output? How can you identify and address them?

   Contextualizing and Personalising
   - How does the AI-generated content relate to your specific topic, audience, and purpose?
   - In what ways does the content align with your perspectives, experience and speech goals?
   - How can you make the content more authentic and relatable by adding examples, or insights?

   Restructuring and Reorganising
   - How would you critically evaluate the structure and flow of the AI-generated content? What sections can be reorganised, rephrased, or reordered to improve clarity?
   - How can you modify transitions, introductions, and conclusions to enhance coherence and impact?

4. Each group member then prepares or writes their own draft version of the speech.
5. Each group presents their speeches to the class.
6. Discuss the benefits and limitations of using GenAI for speech writing and emphasise the importance of critical thinking and fact-checking.

Step 2: Feedback and Coaching

Objectives

- Use PowerPoint's AI-powered Presenter Coach to receive personalised feedback on presentation delivery, body language, and content.
- Develop the ability to critically evaluate and incorporate AI-generated feedback for self-improvement.
- Enhance public speaking and presentation skills by revising and refining based on AI and peer feedback.
- Analyse the strengths and limitations of AI-powered feedback tools like Presenter Coach in the context of *public speaking and presentation skills development.*

Activity / Idea

1. Students work in pairs.
2. Each pair prepare a short presentation on a topic.
3. Open PowerPoint on Microsoft 365. Click "Slide Show" tab and choose "Rehearse with Coach". Click "Body Language" if the students practice video presentation. See https://www.youtube.com/watch?v=FuIgDcUl4lc for "How to use Presenter Coach in PowerPoint!" and https://www.youtube.com/watch?v=fzOUIQ0q4cA&t=1s for "NEW updates for body language feedback plus lots more!".
4. Each pair starts a rehearsal session with Presenter Coach.
5. During the rehearsal, Presenter Coach will analyse the speaker's delivery, providing real-time feedback on aspects such as:
   - Pacing and speaking rate
   - Use of filler words like "um" or "uh"
   - Pitch variation and monotone delivery
   - Reading slides verbatim instead of presenting naturally

   If a webcam is used, Presenter Coach may also provide feedback on body language and camera positioning.

6. After the rehearsal, students review the AI-generated feedback and make necessary adjustments.
7. Students present their revised / improved versions of the presentations to their peers. Encourage the peers to provide constructive feedback on the revised delivery.

Step 3: Q&A Preparation

Objectives

- Utilise GenAI to generate relevant questions related to students' presentation topics.
- Conduct engaging and well-prepared Q&A sessions by seamlessly integrating the AI-assisted content with students' own knowledge and expertise.

Activity/ Idea

1. Each group uses ChatGPT to generate potential questions related to their presentation topic.

   Example prompt: ""I am preparing a presentation on [topic]. What are some potential questions the audience might ask during the Q&A session?"

2. Students select the most 5 relevant questions and draft responses.
3. Students refine their answers by consulting GenAI to refine their draft responses.

   Example prompts:
   "Based on the following question: [generated question], can you draft a potential answer that covers the key points [student's draft responses]?"

4. "Can you expand on the following answer and provide more details or examples? [student's draft responses]?"
5. "How can I improve or refine this answer to make it clearer and engaging?"
6. Guide students to refine their answers by considering clarity, depth, and relevance.
7. Pair students to exchange their AI-generated questions and responses.
8. Each student provides constructive feedback on their peer's responses. They could consider
   - Relevance and completeness of the response
   - Clarity and organisation of the information
   - Potential areas for improvement or additional details

Updated: December 30, 2025