



**Task Title: Written Report and Oral Presentation
on a Current News Topic**

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will research a topic and prepare a 5-10 minute PowerPoint or Google Slides presentation to give to the instructor (and other learners if applicable).

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Extract info from films, broadcasts and presentations/A3
- Communicate Ideas and Information/Interact with others/B1.2
- Use Digital Technology/D.3

Materials Required:

- Pen/pencil and paper
- Computer with presentation software program (e.g. Microsoft PowerPoint or Google Slides)

Learner Information

Students are often asked to research a topic and present this information to others. Think about a current news topic you would like to research and create a short presentation on.

If you need ideas, you may scan current news topics on the CBC website by copying www.cbc.ca into the web browser of the computer and reading today's news.

Work Sheet

Task 1: Use the internet to research and take notes on the topic you have chosen. Remember, you are preparing notes for a 5-10 minute presentation, and your information must come from at least two different media sources (e.g. newspaper, radio, television, internet, podcasts, etc.).

You may write your notes below or using a word processing program on the computer (e.g. Microsoft Word or Google Docs). Record the web addresses of the sources you are using in case you want to go back to them when you are preparing your presentation.

Answer:

Task 2: Write down at least five key points you have learned about this topic so far.

Answer:

Task 3: Based on your research so far, write down five to ten additional questions to ask about this topic. Try to include the five Ws – Who? What? Where? When? Why? and How?

Answer:

Task Title: WrittenReportAndOralPresentation_SP_A3_B1.2_D.3

Task 4: Research the answers to some of the questions you asked in Task 3 and write them below.

Answer:

Task 5: Prepare a presentation using Microsoft PowerPoint or Google Slides. Your presentation should be 5-10 minutes and have at least 10 slides. Each research point should be on its own slide.

- You may decide to select a design theme for your presentation.
- Select the font style and text colour(s) you wish to use.
- Include at least 2 or 3 transitions or animations in your slide show.
- Insert at least one picture, graphic, or chart in your slide show.
- Write out what you plan to say when each slide is displayed.
- Practise reading your presentation at least once.

Answer: No written response required here.

Task completed: Yes: ☐

Task 6: Present your presentation to your instructor and/or other learners. Focus on speaking clearly and making eye contact with your audience.

Answer: No written response required here.

Task completed: Yes: ☐
