Procedure

Using PowerPoint in ELT: Interactive Lessons and Activities
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Suggested duration: 50–60 minutes, including demonstration and teacher practice. Adjust the pace to participants' experience.

1. Using PowerPoint in ELT
Introduce the seminar and invite questions.

2. The lesson behind the slides
Ask participants to name one language aim.

3. Why I use PowerPoint
Connect each advantage to a classroom use.

4. Seeing, listening and doing
Demonstrate prediction, listening and response.

5. A lesson on one home page
Explain the home page and return links.

6. My classroom example
Show the original example and tell the colleague anecdote.

7. Listening and checking
Discuss replay and answer timing. Do not expect audio.

8. A short demonstration
Explain the mini-task and offer to read the text aloud.

9. Demo home page
Click Task in Slide Show mode.

10. Demo task
Read the short text. Allow pair checking, then click Check answers.

11. Demo answers
Check meaning, then click Speaking.

12. Demo speaking
Allow pair discussion and return to Home.

13. More classroom possibilities
Discuss two or three selected archive examples.

14. A simple preparation routine

Explain the routine using the mini-task.

15. Clear slides and portable files

Highlight readability, file links and device checks.

16. A task for teachers

Allow eight minutes to build and test a small activity.

17. Reflection

Invite short reflections and adaptations.

18. Your next interactive lesson

Close with one practical next step.