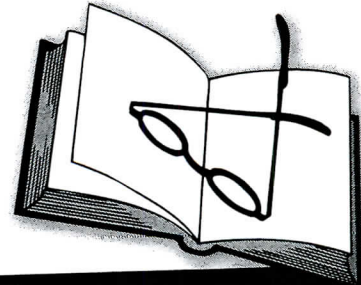**PROJECT #17**

Writing a Book Review

New Skills Reinforced:

In this activity, you will practice how to:
1. create a slide master.

OBJECTIVE:

To create a PowerPoint presentation reviewing your favorite book

PROJECT SCENARIO:

Reading a good book review can influence a reader as to whether they should or shouldn't read a book. In fact, many avid readers only read books that have received consistently good reviews. In this project, you will use PowerPoint to create a book review of your favorite book that will persuade your audience to read the book.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Select a book that you have extensive knowledge about.

2. When selecting fonts (typefaces), consider the tone or mood of the book.

3. When creating the slide master, consider selecting colors that are a reflection of the mood or tone of the book.

BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.

2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.

3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.

4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.

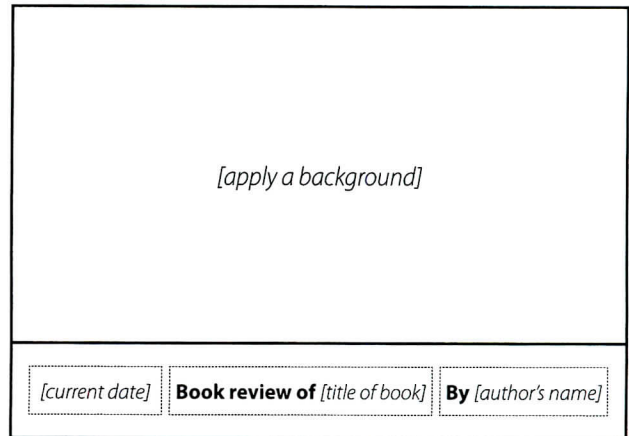# Project 17: Writing a Book Review

INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.

2. Save the presentation as **PROJECT 17 - BOOK REVIEW**.

3. Create a **master slide**.

   ❏ *Using separate text boxes, key the text as shown in the footer of the slide master.*

   ❏ *Apply a background.*
   ❏ *Draw a horizontal line approximately 1 inch from the bottom of the slide.*
   ❏ *Left align the date, center align the title of the book, and right align the author's name.*
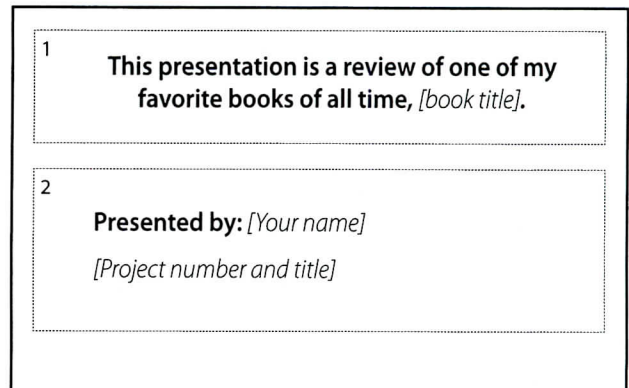
   [apply a background]

   | [current date] | **Book review of** [title of book] | **By** [author's name] |

4. Edit **slide 1**.

   ❏ *Using separate text boxes, key the text as shown.*

   ❏ *Center align text box 2.*
   ❏ *Insert a photo image of the cover of the book. If photo is not available, use equivalent clipart image.*
   ❏ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

   1
   This presentation is a review of one of my favorite books of all time, *[book title].*

   2
   Presented by: *[Your name]*

   [Project number and title]

5. Insert **slide 2**.

- ☐ *Using separate text boxes, key the text as shown.*

- ☐ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*
- ☐ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*

1	[Title of the book]
2	**Copyright Information**
3	[List the following copyright information: publisher, edition, city, state, date of publication, and the number of pages.]

6. Insert **slide 3**.

- ☐ *Using separate text boxes, key the text as shown.*

- ☐ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ☐ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Introduction**
2	[Include a five to seven sentence paragraph explaining what the book is about by including the following information: -Summary of the book's content. -Describe the setting of the book. -Describe the main characters in the book. -Describe the overall mood or tone of the book.]

7. Insert **slide 4**.

- ☐ *Using separate text boxes, key the text as shown.*

- ☐ *Add additional graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ☐ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

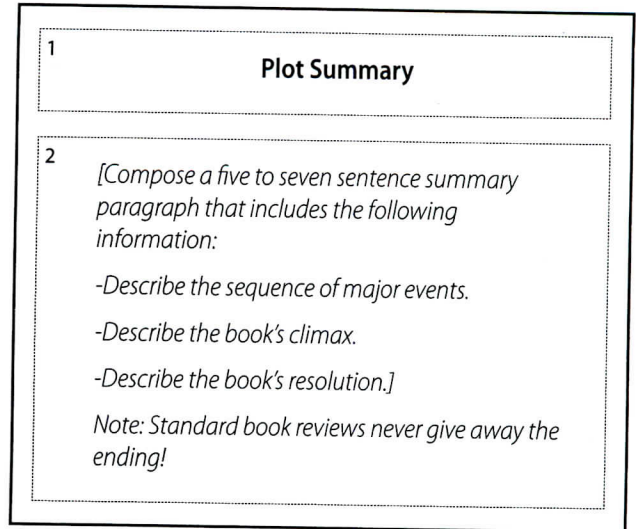| 1	**The Main Theme**
2	[Compose a five to seven sentence descriptive summary that includes the following information: -Describe the purpose of the book. -Describe the argument or theme of the book.]

8. Insert **slide 5**.

□ Using separate text boxes, key the text as shown.

□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

> 1
> **Plot Summary**
>
> 2
> [Compose a five to seven sentence summary paragraph that includes the following information:
>
> -Describe the sequence of major events.
>
> -Describe the book's climax.
>
> -Describe the book's resolution.]
>
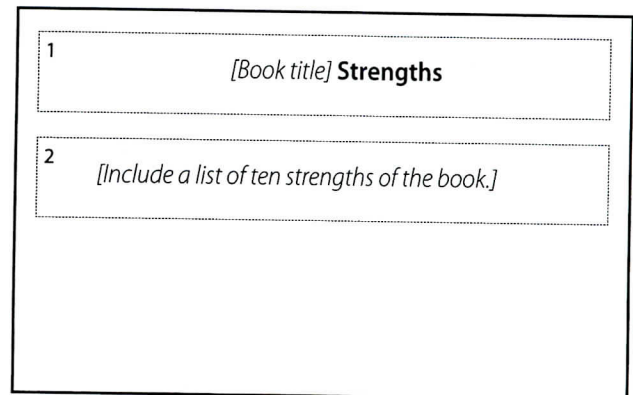> Note: Standard book reviews never give away the ending!

9. Insert **slide 6**.

□ Using separate text boxes, key the text as shown.

□ Format the list as a custom bulleted list.
□ Add additional graphics, and/or elements that will help enhance the content and appearance of this slide.
□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

> 1
> [Book title] **Strengths**
>
> 2
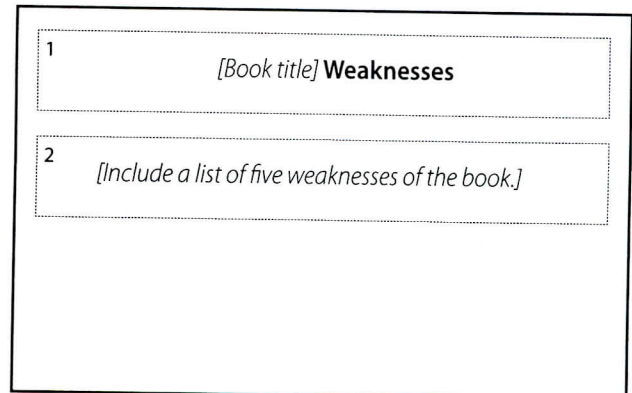> [Include a list of ten strengths of the book.]

10. Insert **slide 7**.

□ Using separate text boxes, key the text as shown.

□ Format the list as a custom bulleted list.
□ Add additional graphics, and/or elements that will help enhance the content and appearance of this slide.
□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

> 1
> [Book title] **Weaknesses**
>
> 2
> [Include a list of five weaknesses of the book.]

Present It!

11. Resave the presentation.

12. Run the slideshow and proofread your work carefully for accuracy, design, and format.

13. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.