

Transforming Documents and Presentations into Engaging and Accessible Teaching Tools

TODAY'S LEARNING OUTCOMES:

- USE SHORTCUTS, ACTIONS, AND DESIGN TEMPLATES TO ENHANCE THE VISUAL DESIGN OF A MICROSOFT WORD DOCUMENT OR POWERPOINT;
- ENGAGE STUDENTS WITH ACCESSIBLE, INFORMATIVE, AND EVEN ENTERTAINING COURSE MATERIALS;
 - ENSURE THE ACCESSIBILITY OF ALL PRODUCED ELECTRONIC ASSIGNMENTS AND PRESENTATIONS



EXAGGERATED

An Example of a “Common” PowerPoint Slide:

Use commas to set off transitional and parenthetical expressions.

- Tran
includ

- Con

- Tran

You c
place

Patter

As

Unfor

Patter

INTRODUCTION

Motor Car, any self-propelled vehicle having two wheels and a passenger compartment being steered by the operator. The term is used more specifically to describe a vehicle designed to carry several people.

car are the power plant, running gear, and the chassis, or body. The power plant includes the carburettor, ignition, lubrication system, and the starter motor.

es to link ideas. They

How Rivers Are Formed

- Rivers start as very small streams and gradually get bigger as more and more water is added. Heavy rains and spring meltwater add so much water to some rivers that they overflow their banks and flood the surrounding landscape.
- The water in rivers comes from many different sources. Rivers can begin in lakes or as springs that bubble up from underground. Rivers start as rain or melting snow and ice high up in the mountains.
- Most rivers flow quickly in the steeply sloping mountains. As the moving water washes away gravel, sand and silt, the river bed deepens.
- Rivers flowing over gently sloping ground form meanders. These are called meandering rivers. They form loops in the landscape. These are called meandering rivers.
- Some rivers have lots of small channels that branch off the main river. These are called braided rivers. Braided rivers are found on steep slopes and where the river bank is easily eroded.
- Many rivers have an estuary where they enter the ocean. An estuary is a river where fresh water and sea-water mix together. Tides cause water in estuaries to rise and fall.

Minh did not understand our language.



Use commas to set off transitional and parenthetical expressions.

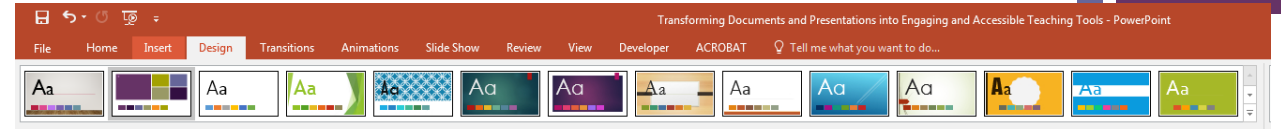
RULE #6


- Transitional Expressions refer to the bridges we create between sentences to link ideas. They include:
 - Conjunctive adverbs (like *however, moreover, furthermore, therefore, etc.*)
 - Transitional phrases (*for example, as a matter of fact, in other words, etc.*)
- You can primarily use them in a sentence in **two** patterns that require specific punctuation placement.
 - **Pattern #1:** At the beginning of the sentence...
 - **As a matter of fact**, I have lost weight this year.
 - **Unfortunately**, Jessie could not climb down the tree without his father's help.
 - **Pattern #2:** When joining two independent clauses...
 - Minh did not understand our language; **moreover**, he was unfamiliar with our customs.



PowerPoint-Related Features to Use:

- Microsoft Office PowerPoint Templates
- Unique Slide Layouts
- Animations (to deliver content in purposeful, digestible chunks)
- Sounds (to wake up the audience or inject a bit of humor)
- Transitions (to mark a shift in topic or emphasize special material)
- Shapes (to diversify the slide's composition)
- ScreenRecording (to craft an accompanying video lecture or review procedure)



- 
- + Now, what can we do about our documents, including handouts, assignments, activities, and beyond?

An Example of a "Common" Document:

ENGL 101A: Introduction to College Writing
Prof. Matthew Decker

Description Essay Prompt (125 Points)

Learning Objectives:

1. Learn and utilize academic essay structure;
2. Construct a thesis-driven work;
3. Develop a paper from a personal perspective;
4. Explore the method for descriptive writing.

The goal of our first essay assignment is a practical one. When you finish your time at Montgomery College and are making the decision to transfer to another academic institution, you will most likely be asked to compose a transfer application essay. Last year, The Common Application website posted the new essay prompts for the 2017-2018 application season. Select one of the prompts that speaks to you and compose a thesis driven essay, using description to enhance your paragraphs and to leave a dominant impression with your potential readers.

Essay Prompts:

What is it about your background, identity, interests, or talents (Choose one.) that you believe is particularly meaningful? Why is this an important part of who you are?

The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?

Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?

Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.

Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?

What will I be looking for?

- A thoughtful and engaging response to the assignment prompt;
- Consistent awareness of purpose and audience;
- Your paper should be controlled by the *blueprint thesis* (or a thesis that presents your main idea and three subtopics that will appear in your body paragraphs);
- Each body section of the essay should be fully amplified, offering descriptive details, images, stories, and other relevant content;
- Varied sentence structure (This means you shouldn't write the same type of sentence over and over again. I'm looking for variety and style.);
- Organization and flow. Your paper should logically flow from one sentence to another and from one paragraph to another without choppy issues or awkward jumps in topic. Pay attention to transition statements (see *Rules for Writers* pgs. 61-64);
- Your paper should meet the parameters of the standard Description Essay (see the blue box on page 108 in *The Brief Bedford Reader*).
- Your paper should be proofread before it is turned in. There should be little to no distracting grammar, punctuation, and spelling errors. I particularly want to see active attempts to avoid sentence fragments, run-ons, comma splices, and subject verb agreement errors.

Length: 3-4 full double-spaced pages in proper MLA document format |

Due Date for Draft: Friday, February 9th, 2018

Due Date for Final Essay: Friday, February 16th, 2018

ENGL 101A: Introduction to College Writing
Prof. Matthew Decker

Description Essay (125 pts.)

Learning Objectives:

1. Learn and utilize academic essay structure;
2. Construct a thesis-driven work;
3. Develop a paper from a personal perspective;
4. Explore the method for descriptive writing.

The goal of our first essay assignment is a practical one. When you finish your time at Montgomery College and are making the decision to transfer to another academic institution, you will most likely be asked to compose a transfer application essay. Last year, The Common Application website posted the new essay prompts for the 2017-2018 application season. Select one of the prompts that speaks to you and compose a thesis driven essay, using description to enhance your paragraphs and to leave a dominant impression with your potential readers.

Essay Prompts:

1. What is it about your background, identity, interests, or talents (Choose one.) that you believe is particularly meaningful? Why is this an important part of who you are?
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?

What will I be looking for?

- A thoughtful and engaging response to the assignment prompt;
- Consistent awareness of purpose and audience;
- Your paper should be controlled by the *blueprint thesis* (or a thesis that presents your main idea and three subtopics that will appear in your body paragraphs);
- Each body section of the essay should be fully amplified, offering descriptive details, images, stories, and other relevant content;
- Varied sentence structure (This means you shouldn't write the same type of sentence over and over again. I'm looking for variety and style.);
- Organization and flow. Your paper should logically flow from one sentence to another and from one paragraph to another without choppy issues or awkward jumps in topic. Pay attention to transition statements (see *Rules for Writers* pgs. 61-64);
- Your paper should meet the parameters of the standard Description Essay (see the blue box on page 108 in *The Brief Bedford Reader*).
- Your paper should be proofread before it is turned in. There should be little to no distracting grammar, punctuation, and spelling errors. I particularly want to see active attempts to avoid sentence fragments, run-ons, comma splices, and subject verb agreement errors.

Length: 3-4 full double-spaced pages in proper MLA document format

Due Date for Draft: Friday, February 9th, 2018

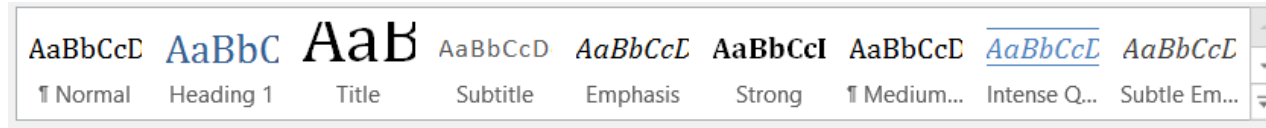
Due Date for Final Essay: Friday, February 16th, 2018

A couple
semesters
later...



Document-Related Features to Use:

- Microsoft Office Word Styles



- Unique (but Accessible) Font Selection

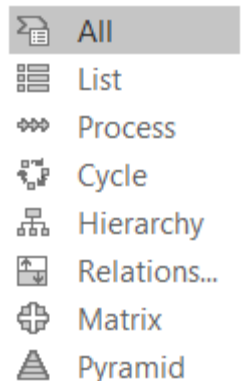
- **HEADINGS** (to differentiate content and emphasize importance)

- Font Alterations, including *italics*, **bold**, and other size adjustments (to make the document more dynamic)

- Shapes (to diversify the document's composition)

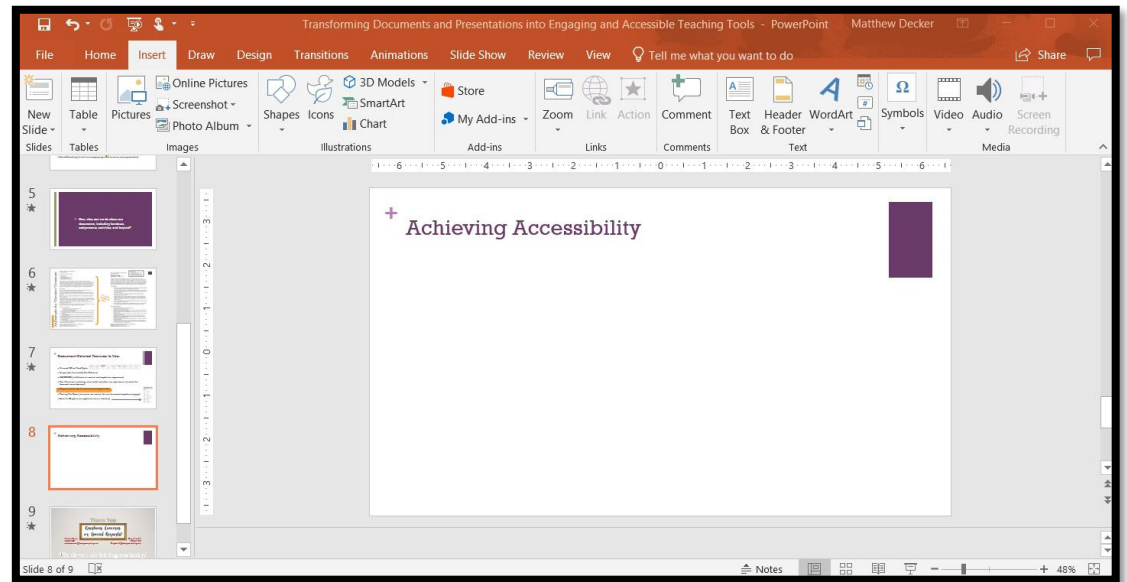
- Floating Text Boxes (to encase text content that can be moved anywhere on page)

- SmartArt Graphics (to emphasize certain schemes)



+ Achieving Accessibility

- Respect the “Check Accessibility” button, which can be found in the Review tab of the top ribbon of all Microsoft programs;
- Review the Accessibility @ MC website resources:
<https://cms.montgomerycollege.edu/accessibility@mc/>;
- “Creating Accessible IT Products” is an excellent MC web resource that reviews strategies for designing accessible Microsoft Products, Images, PDFs, Tables, and more:
<https://cms.montgomerycollege.edu/EDU/Department.aspx?id=67795>



Thank You



*Questions, Concerns,
or Special Requests?*

Matthew Decker
240.567.5807

matthew.decker@montgomerycollege.edu

Qing (Alison) Yu
240.567.1392

QingHua.Yu@montgomerycollege.edu

Thank you for joining me today!