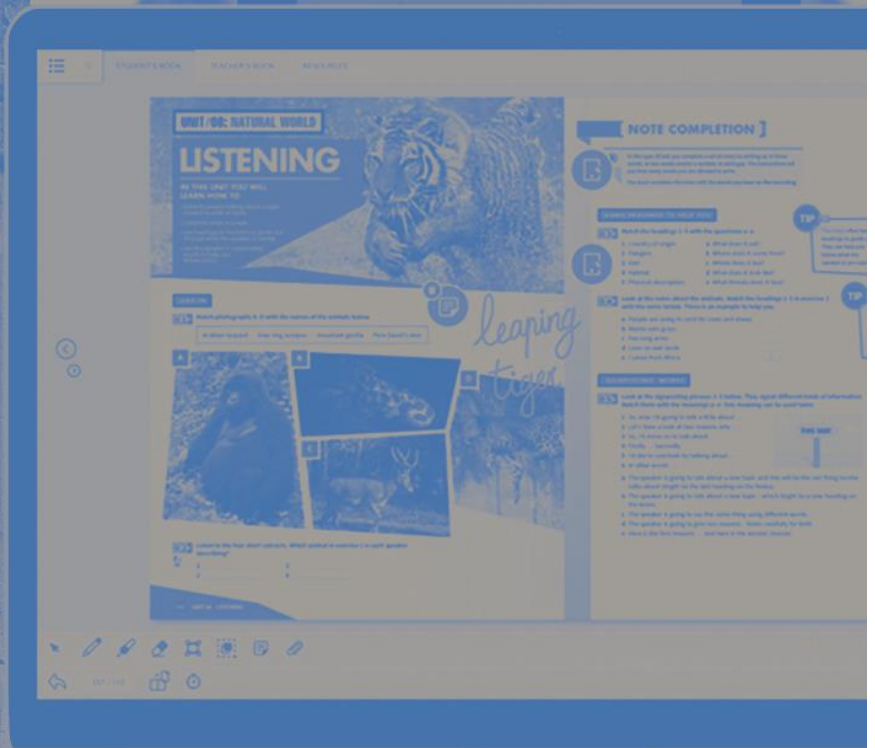
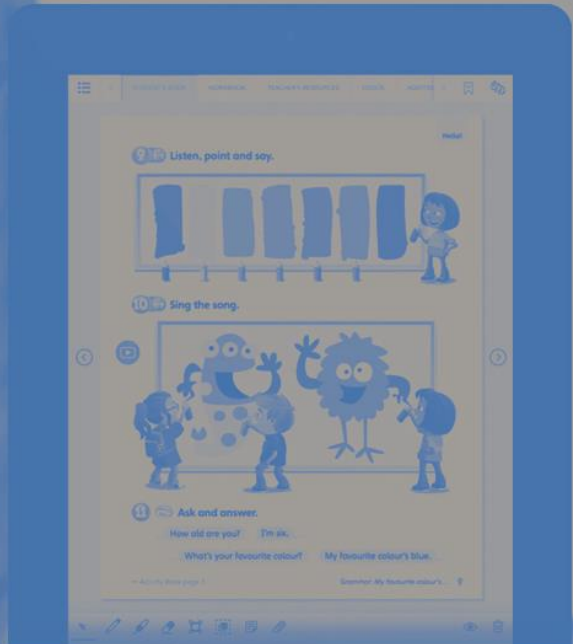




PRESENTATION PLUS

# User Guide



# Cambridge University Press

## Presentation Plus User Guide

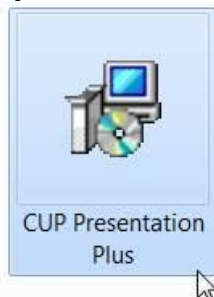
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Thank you for using a *Cambridge University Press Presentation Plus* product.  
Please use this user guide to get the most out of your purchase.

Installing <i>Presentation Plus</i> .....	3
Starting <i>Presentation Plus</i> .....	4
Product components.....	5
Hotspots .....	6
Audio and Video.....	6
Answer Key.....	6
Page Link.....	7
Notes .....	7
Attachment.....	7
Navigation through pages .....	8
Tools .....	8
Table of Contents.....	9
Bookmarks .....	10
My Lesson .....	11
Tool Menu.....	12
Pointer/selector.....	12
Pen.....	12
Highlighter .....	13
Eraser .....	13
Spotlight.....	13
Mask.....	14
Notes .....	15
Undo/Redo.....	16
Hide/Show notes.....	16
Delete notes .....	16
Attachments.....	17
Page number/jump to page.....	18
Return to previous page.....	18
Single page/Double page view .....	18
Timer .....	18
Zoom in/Zoom out.....	19
Zoom reset.....	19
Microscope .....	20

## Installing *Presentation Plus*

1) Double-click on the installer to begin installation.

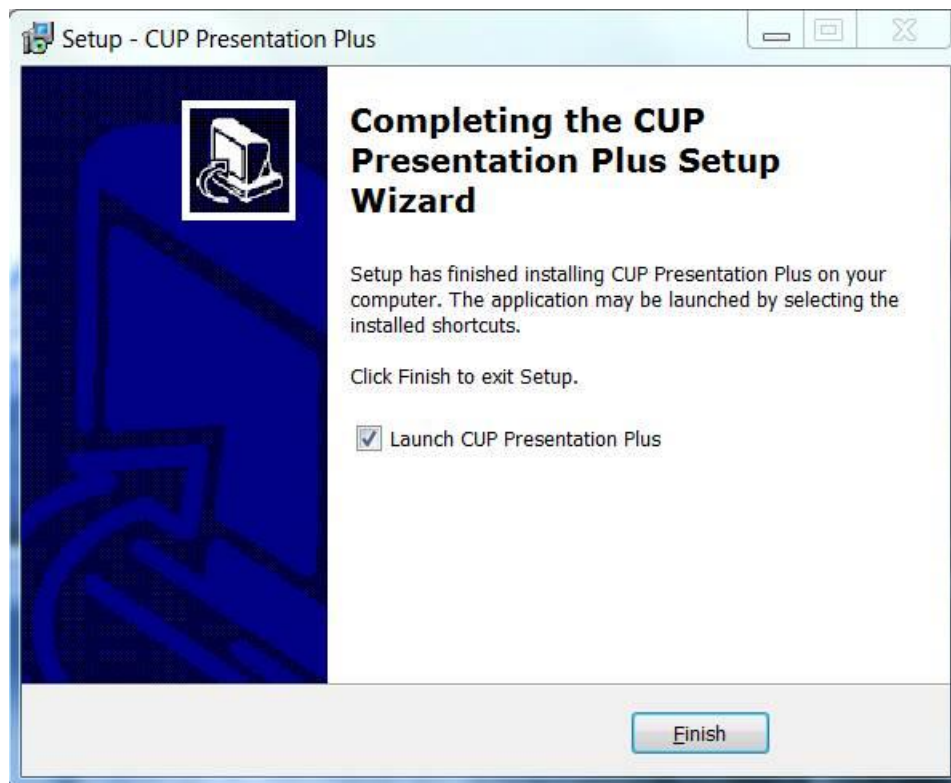


2) A help wizard will now guide you through the installation process.



Read the instructions and click **Next** then **Install**.

3) Once the installation is complete you will see a success screen. Click **Finish** to exit and launch *Presentation Plus*.



4) You can now open your *Presentation Plus* product at any time by double-clicking the shortcut icon on your desktop.



### **Starting *Presentation Plus***

Once you have installed *Presentation Plus* on your system, double-click the *Presentation Plus* icon to launch the program.



Depending on your device and operating system this icon may appear on your desktop, under **Programs** in the **Start** menu, in an **Applications** folder or similar.

## Product components

Once you have launched *Presentation Plus* you will see a screen similar to the one below. At the top of the screen you may see a number of tabs. By clicking on these tabs, you will be taken to the different components of your particular product.

The screenshot shows the PRISM Presentation Plus software interface. At the top, there are tabs for 'Student's Book' and 'Links'. The main slide is titled 'PREPARATION FOR SPEAKING' and 'PRESENTING POINTS AND CLARIFYING STATEMENTS'. It contains two main sections: 'Presenting a point' and 'Asking for and giving clarification'. The 'Presenting a point' section includes exercises 1, 2, and 3. Exercise 1 involves listening and using words from a box to complete sentences. Exercise 2 involves writing sentences to give reasons and support. Exercise 3 involves working with a partner to share sentences. The 'Asking for and giving clarification' section includes a tip box with expressions for asking for clarification and a discussion exercise 4. A photo of a Sepak Takraw competitor is shown at the bottom of the slide. The interface also includes navigation arrows, a 'Back' button, 'Table of Contents', 'Go To Page', and a 'Timer'.

**Presenting a point**  
When you discuss a topic with others, you can use signal words to help you make that point strongly.  
Of course, obviously, actually, and definitely all signal to the listener that what comes next is going to be a point that you wish to emphasize.

**Asking for and giving clarification**  
Sometimes in a persuasive discussion, it isn't always clear what point someone is making.  
If you don't understand what someone has said, you can use expressions like:  
Sorry, I didn't follow what you said. / I'm afraid, I didn't get that.  
What do you mean by ...? / I'm sorry, I don't understand.  
If you want someone to explain more, you can use expressions like:  
Could you give an example? / Can you go into more detail?  
When someone asks you to clarify your point or idea, you can use these expressions:  
Sorry, let me explain ... / To put it differently ...  
In other words ... / Sure, for example ...

**1** Listen to the sentences from Listening 2. Use the words from the box to complete the sentences.  
actually    definitely    obviously    of course

1 I think there is \_\_\_\_\_ more marketing and business in sports than ever before.  
2 And \_\_\_\_\_, only about 5 percent of Olympic athletes get money from big companies to be in ads.  
3 Well, \_\_\_\_\_ poorer countries can't usually pay the costs for training athletes.  
4 And \_\_\_\_\_, the countries with lots of money can train their athletes really well.

**2** Write sentences to give reasons and support either for or against the points you made in Exercises 4 and 5 in Critical Thinking. Use a word from the box above to emphasize your point in each sentence.  
Sports fans actually like to see ads with athletes in them.  
a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
d \_\_\_\_\_


**3** Work with a partner who chose the same point of view as you in Exercise 2. Share your sentences. Discuss your argument, reasons, and support. Do you have similar ideas?

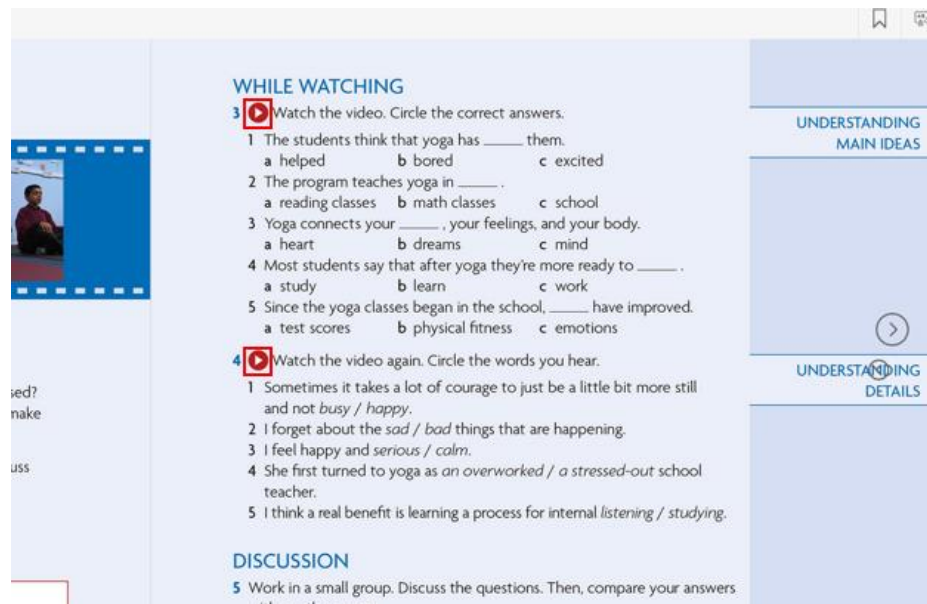
**4** Discuss the questions in pairs. Try to ask for and give clarification as you talk about your ideas.  
1 The photo shows a Sepak Takraw competitor. One rule of Sepak Takraw is that the Telok (the person who serves the ball) can't jump off the ground when she or he serves the ball. Another rule is that you cannot shout at the other team. Do you think that these are good rules? Why?  
2 Why do you think it's important to have rules in sports? Give support for your reasons.

## Hotspots


There are a number of hotspots used throughout *Presentation Plus*. Hotspots are areas on the page that take the user from the page they are on to a new page or piece of media. This could be anything, from a link to a document to an interactive version of an activity. More details about the different types of hotspot found in *Presentation Plus* can be found below.

## Audio and Video


Click the  icon to play an audio or video recording.



**WHILE WATCHING**

3  Watch the video. Circle the correct answers.

- The students think that yoga has \_\_\_\_\_ them.  
a helped      b bored      c excited
- The program teaches yoga in \_\_\_\_\_.  
a reading classes      b math classes      c school
- Yoga connects your \_\_\_\_\_, your feelings, and your body.  
a heart      b dreams      c mind
- Most students say that after yoga they're more ready to \_\_\_\_\_.  
a study      b learn      c work
- Since the yoga classes began in the school, \_\_\_\_\_ have improved.  
a test scores      b physical fitness      c emotions

4  Watch the video again. Circle the words you hear.

- Sometimes it takes a lot of courage to just be a little bit more still and *not busy / happy*.
- I forget about the *sad / bad* things that are happening.
- I feel happy and *serious / calm*.
- She first turned to yoga as an *overworked / a stressed-out* school teacher.
- I think a real benefit is learning a process for internal *listening / studying*.

**DISCUSSION**

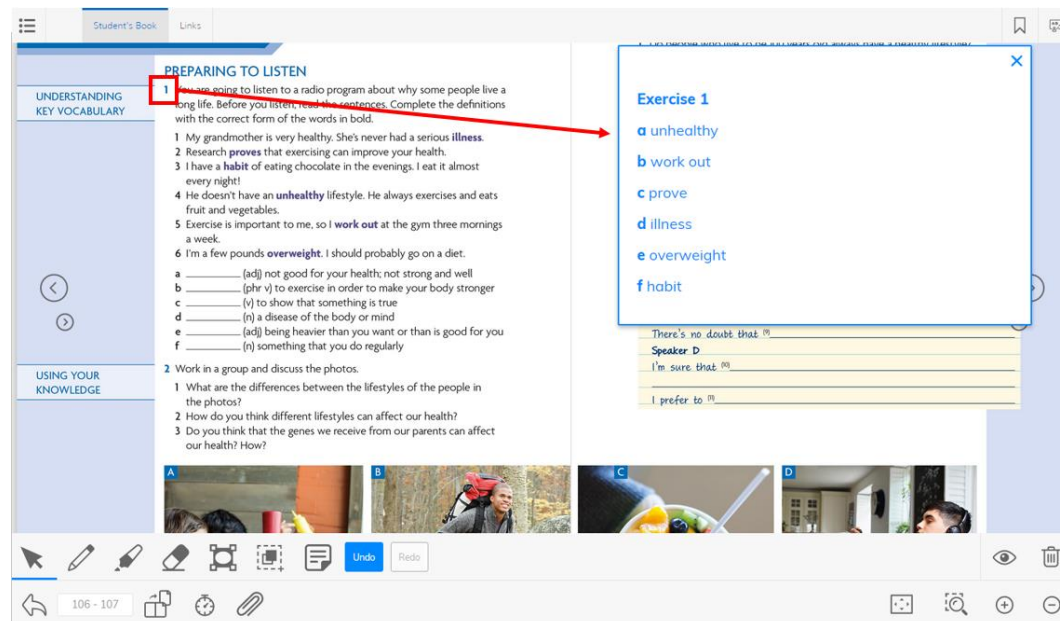
5 Work in a small group. Discuss the questions. Then, compare your answers with your partners.

UNDERSTANDING MAIN IDEAS


UNDERSTANDING DETAILS

## Answer Keys

Click the blue exercise numbers to open the answer keys.



**PREPARING TO LISTEN**

1  You are going to listen to a radio program about why some people live a long life. Before you listen, read the sentences. Complete the definitions with the correct form of the words in bold.

- My grandmother is very healthy. She's never had a serious **illness**.
- Research **proves** that exercising can improve your health.
- I have a habit of eating chocolate in the evenings. I eat it almost every night!
- He doesn't have an **unhealthy** lifestyle. He always exercises and eats fruit and vegetables.
- Exercise is important to me, so I **work out** at the gym three mornings a week.
- I'm a few pounds **overweight**. I should probably go on a diet.

a \_\_\_\_\_ (adj) not good for your health; not strong and well  
b \_\_\_\_\_ (phr v) to exercise in order to make your body stronger  
c \_\_\_\_\_ (v) to show that something is true  
d \_\_\_\_\_ (n) a disease of the body or mind  
e \_\_\_\_\_ (adj) being heavier than you want or than is good for you  
f \_\_\_\_\_ (n) something that you do regularly

2 Work in a group and discuss the photos.

- What are the differences between the lifestyles of the people in the photos?
- How do you think different lifestyles can affect our health?
- Do you think that the genes we receive from our parents can affect our health? How?

**Exercise 1**

- a unhealthy
- b work out
- c prove
- d illness
- e overweight
- f habit

There's no doubt that <sup>(9)</sup> \_\_\_\_\_  
Speaker D  
I'm sure that <sup>(10)</sup> \_\_\_\_\_  
I prefer to <sup>(11)</sup> \_\_\_\_\_

106 - 107



## Page Link

The **Page Link** icon indicates a link to another page.



## Notes



Both of these icons indicate **Notes**. The first one (with a bin-symbol) is a note you have created yourself, which can be deleted. The second one is a note that is part of the product and cannot be deleted.

Click on either icon to display the note.

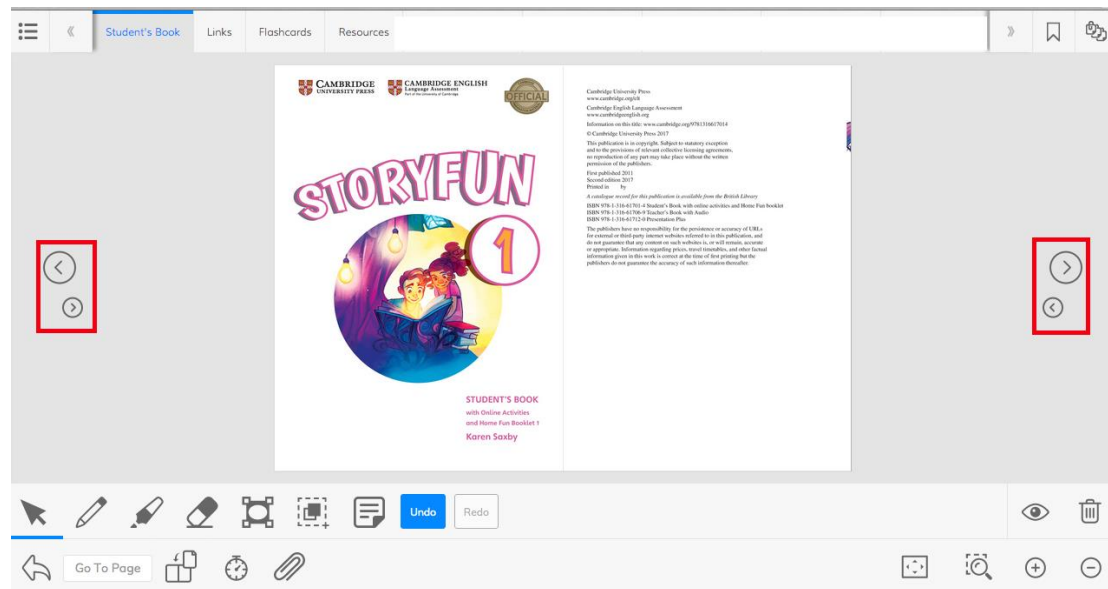
## Attachment



Any attachments you have added to the course can be accessed via a hotspot. Click on the **Attachment** icon to open the file. To delete the attachment, select the bin icon in the top left-hand corner.

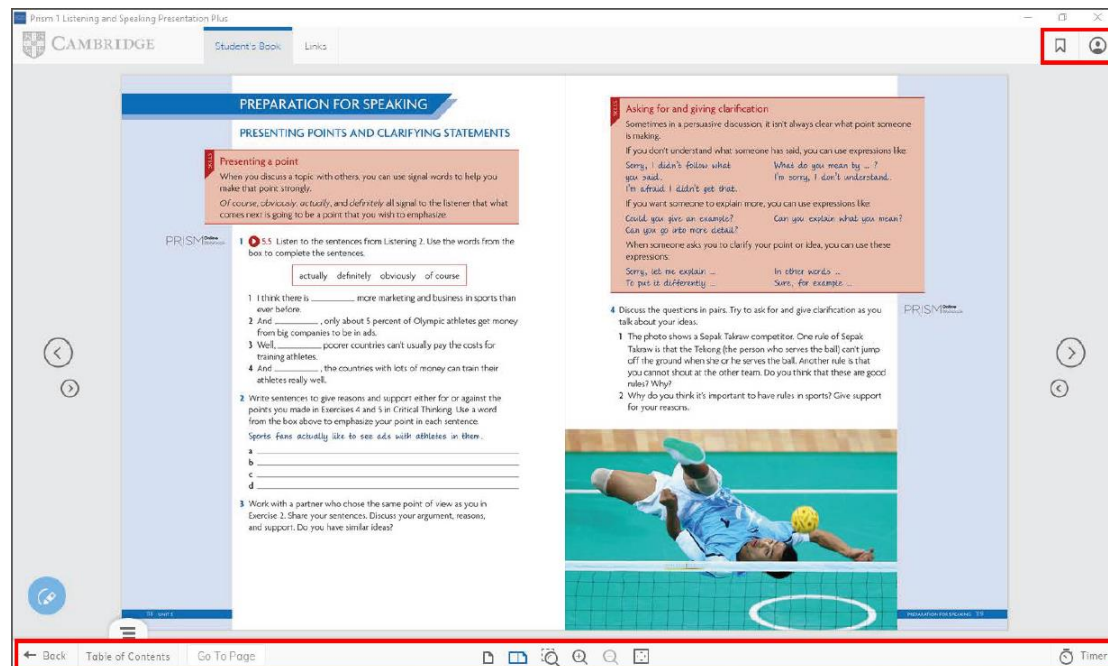
## Navigation through pages

To move from one page to the next, click on the arrows to the left and right of each page. Note that there are forward and back buttons on either side of the page. This is to allow you to navigate through the book no matter which side of the whiteboard you are standing on in the classroom.



## Tools

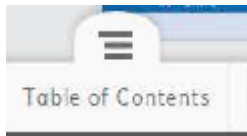
At the top and bottom of the screen are a variety of icons. You can use these icons to select the different tools available to you in *Presentation Plus*.



Below you will find an explanation of each icon and tool.



## Table of Contents

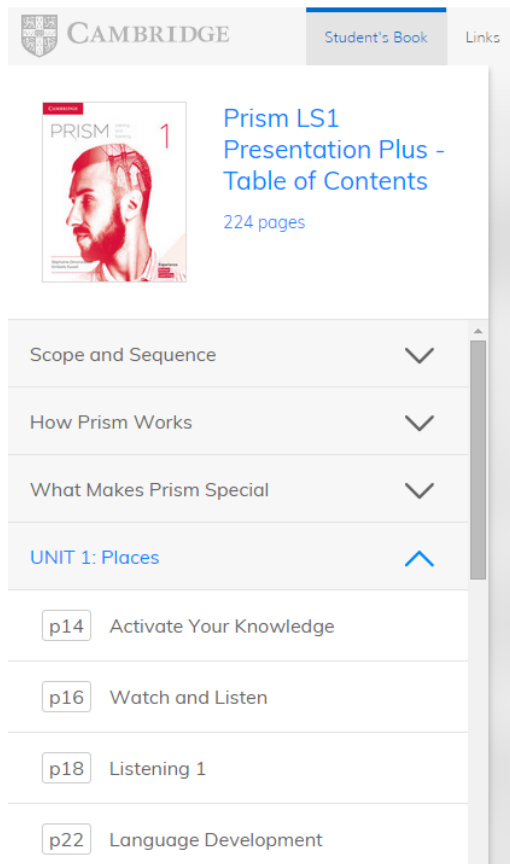


This icon represents **Table of Contents**. By clicking on it, you can display the table of contents of a particular component and navigate to a particular unit or page. Select the unit from the list and then select the page you want to go to.

The screenshot shows the Cambridge Student's Book interface. At the top, the Cambridge logo is on the left, and 'Student's Book' and 'Links' are on the right. Below this is a section for 'Prism LS1 Presentation Plus - Table of Contents' with a book cover image and '224 pages'. A list of units follows, each with a downward arrow icon:

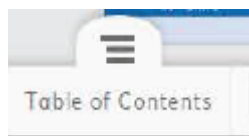
- Scope and Sequence
- How Prism Works
- What Makes Prism Special
- UNIT 1: Places
- UNIT 2: Festivals and Celebrations
- UNIT 3: The Internet and Technology
- UNIT 4: Weather and Climate
- UNIT 5: Sports and Competition

To list all of the pages in one particular unit, click on the unit title.



Then click on a page to jump directly to that page.

To close **Table of Contents**, click the Table of Contents icon again.



## Bookmarks



**Bookmark** allows you to bookmark the page you are currently on. To bookmark the page you are currently on, click the icon.

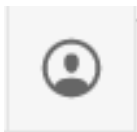


The icon will then change to show you that the page has been bookmarked.

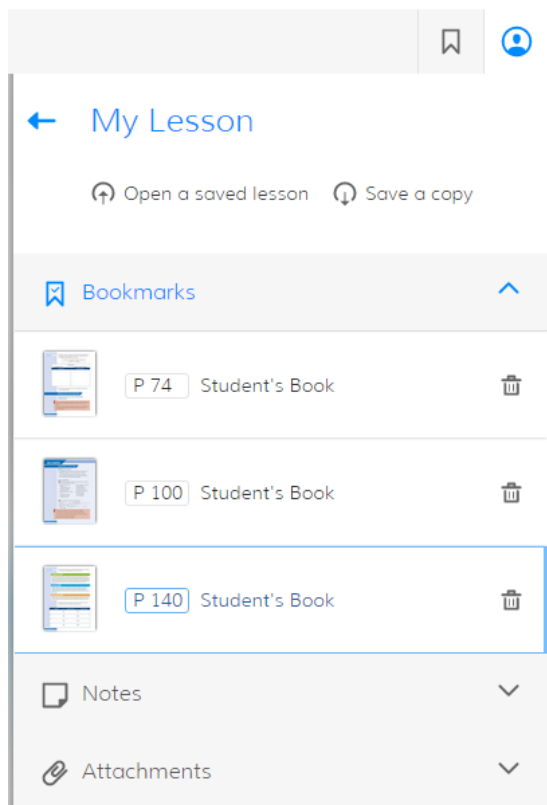


To show a list of all bookmarks you have created, click on the **My Lesson** icon (see below).

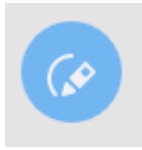
### My Lesson



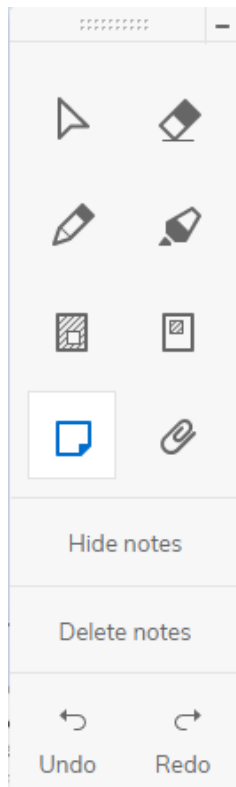
This icon brings up the **My Lesson** menu. From this menu you can open a saved lesson, save a copy of a lesson, or see and access any bookmarks, attachments or notes you have made in that unit (for more on notes and attachments see below).



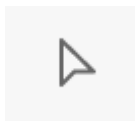
## Tool menu



This icon brings up the tool menu, where you can find the **Pointer/Selector**, **Eraser**, **Pen**, **Highlighter**, **Spotlight**, **Mask**, **Notes**, **Attachments**, **Hide/Show notes**, **Delete notes** and **Undo/Redo** tools.



## Pointer/selector

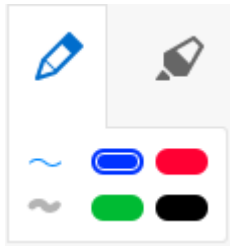


Use the **Pointer/Selector** to click on hotspots on a page (for example to start an audio recording or a video file) or to point to something on the page.

## Pen



**Pen** allows you to draw and write on screen. Clicking on the icon brings up a sub-menu from where you can choose the colour and thickness of the pen.



You can control the tool using your mouse, trackpad or other device.

### Highlighter



Use **Highlighter** to highlight text or images on the screen. Clicking on the icon brings up a sub-menu, from which you can select the colour you want to use.

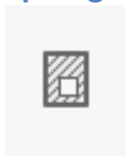


### Eraser

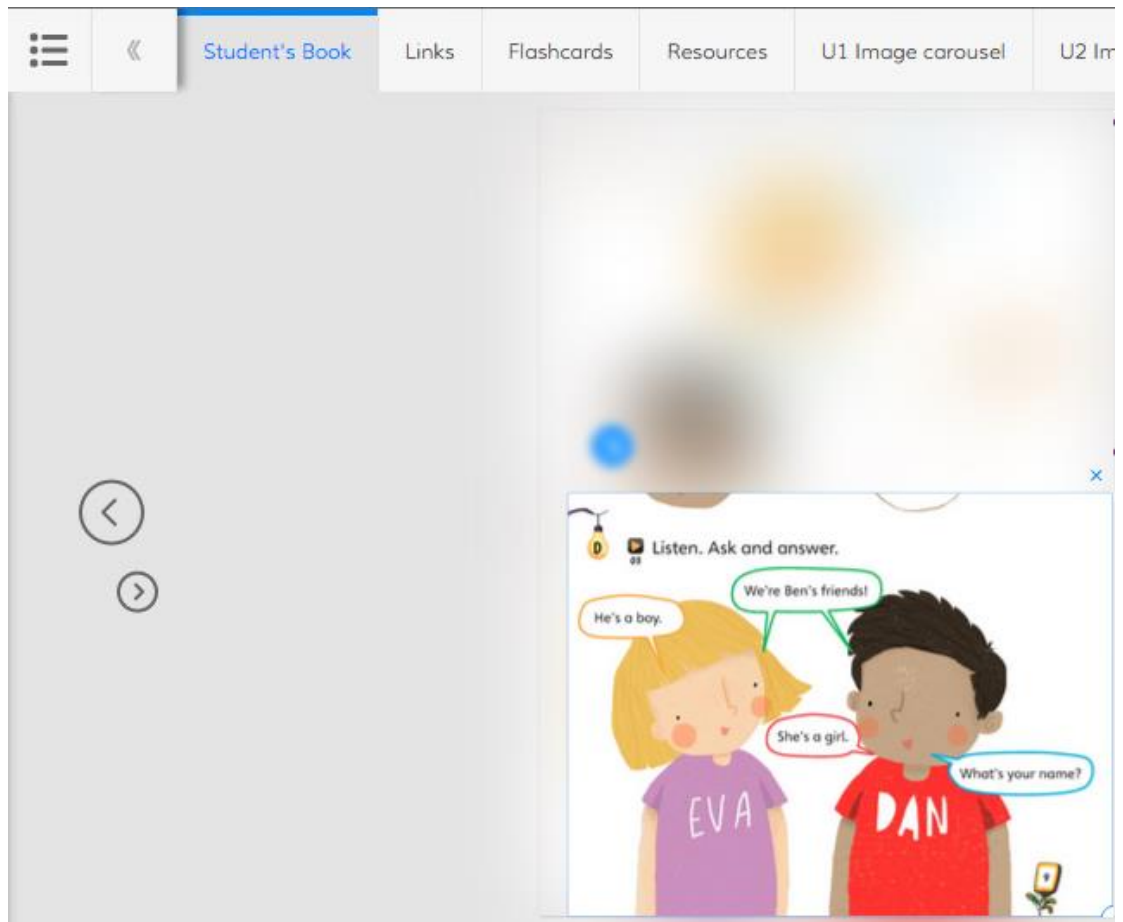


Use **Eraser** to erase anything you have written using the pen or highlighter tools.

### Spotlight

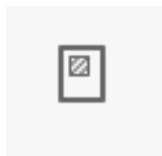


Use **Spotlight** to focus on one part of a particular page and blur out the rest of the page.



To return the page to normal click anywhere else on the page.

## Mask

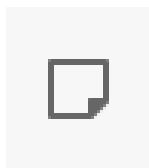


Use **Mask** to obscure or hide one or more parts of a page.





## Notes



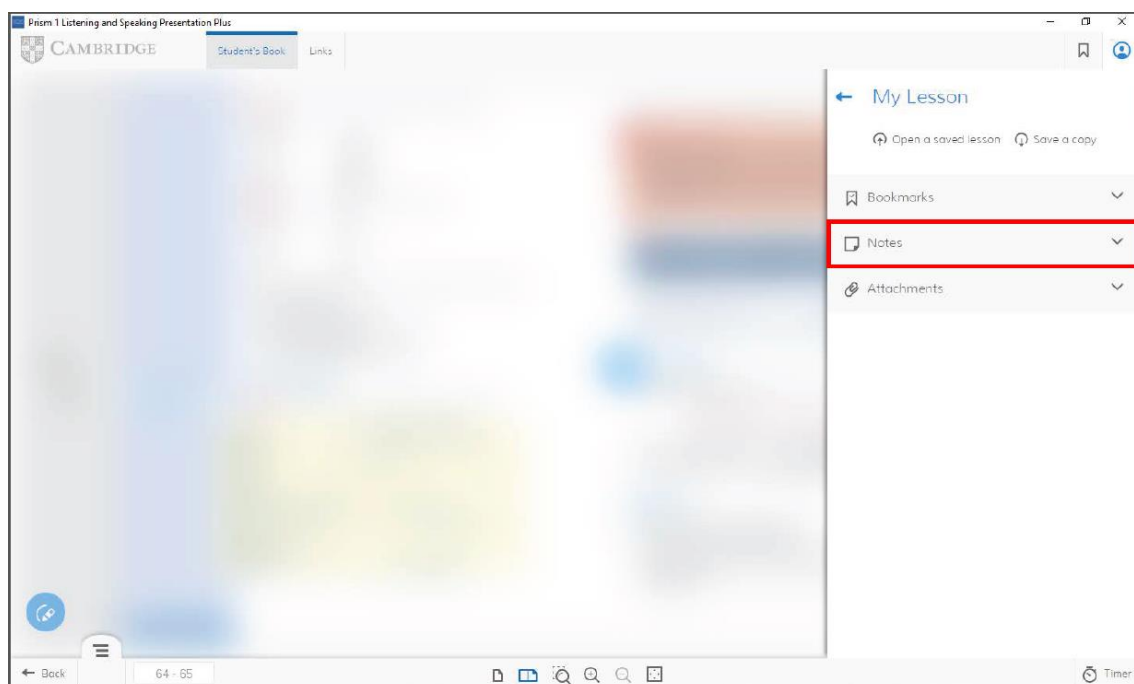
Use **Notes** to add notes to a page. The notes can be added to at any time, deleted (using the bin icon) or closed (using the X icon).

The screenshot shows a digital lesson interface. On the left, there are navigation arrows. The main content area is titled "ON CAMPUS" and "HANDLING AUDIENCE QUESTIONS". It includes a video player showing a classroom scene and a list of questions. A blue note overlay is positioned on the right side of the page, containing the text "Lorem ipsum" and a list of items. Below the note, there is a table with two columns: "Question" and "Response".

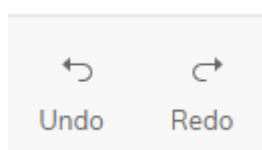
Question	Response
1	
2	
3	
4	
5	

Each note is designed so that it can be given them a simple title to identify it (e.g. Pronunciation, Homework, Extension Activity, etc.). It is recommended that this is kept simple, no more than two words. Do not write sentences in the Note title area or use enter as this will make your notes difficult to read in the **My lesson** tab (see below). Then click below the Note title in the main body of the note and you can add the note content (the text) itself.

Notes can be seen on the actual page and also in the **My Lesson** menu.



## Undo/Redo



Use the **Undo** button to delete your previous action. Use **Redo** to bring back something you have just deleted.

## Hide/Show notes

The **Hide notes** button hides any annotations you have added to the page you are currently on. When you click on **Hide notes**, it will change to **Show notes**.

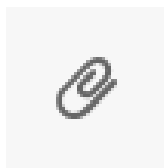
To show the annotations again, click on **Show notes**.

Please note that *Presentation Plus* automatically saves any annotations you add. This means that if you close *Presentation Plus* and re-open it, all your annotations will have been retained in their correct place.

## Delete notes

Click this button to delete all annotations on this page.

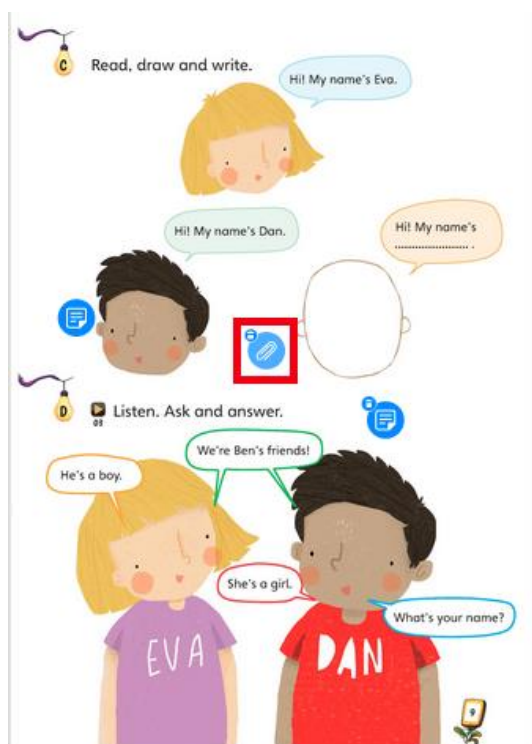
## Attachments



Use this function to insert files from your computer onto a particular page.

To attach a file, click on the icon and then click on the location on the page you would like to place the attachment. A new window will open to allow you to choose the file from your computer.

Once you have added the file, you will see the following icon on the page:



To open the file, click on the icon. To remove the attachment, click on the bin symbol in the top left-hand corner of the icon.

You can attach any kind of file (text, audio, video for example), though the computer you are using must be able to open the relevant file.

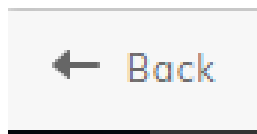
You can see a list of attachments in the **My Lesson** menu.

### Page number/jump to page



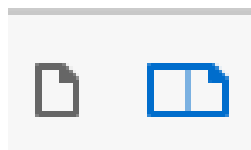
The box in the bottom left-hand side of the page shows which page of the component you are currently viewing. To jump to a specific page, enter the page number here and press **Enter/Return**.

### Return to previous page



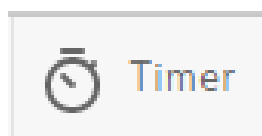
Click this icon to return to the last page you visited.

### Single page/Double page view



Click the left icon for single-page view and the right icon for double-page view.

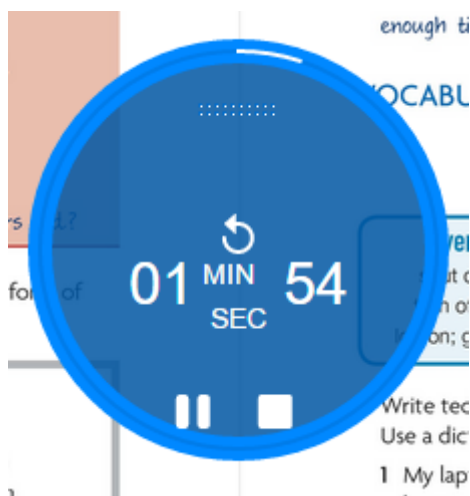
### Timer



*Presentation Plus* includes a timer tool. The tool allows you to set a time limit, and can be used to count down the time students have available. Click on the icon to bring up the timer:



To set a time limit, click on the arrows to increase or decrease the minutes or seconds you wish to give students to complete a task. Then click **Start** and the countdown will begin.



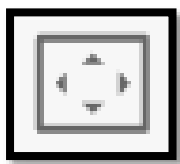
Click **Pause** to pause the countdown or **Stop** to stop the countdown completely and make the timer disappear. You can also drag the timer onto any other area of the page.

#### Zoom in/Zoom out



Use these icons to zoom in on and out of a page.

#### Zoom reset



Use this icon to reset the page to normal view (e.g. in order to reset zooming in or out).

### Microscope



**Microscope** allows you to zoom in on a specific location on the page. Select the tool from the menu and then click and drag over the area you wish to view.