

HOMEOWNERS DECLARATION PAGE (POWERPOINT PRESENTATION)

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For: CTE 612: Studies in Technology (Educators in Industry)
Due: August 4, 2003

Project Description: Insurance customers (policyholders) usually are sent their homeowners policy in the mail. Many times insurance agents must present the insurance coverage to the potential or existing customers. The lesson will have students create a PowerPoint presentation using a homeowner policy declaration page. They will act as if they are the agent needing to present the information to a potential or existing customer.

Time: This lesson will cover three to five instructional class periods.

Grade Level: 7th-9th grade

Prerequisites for Lesson: Knowledge of basic PowerPoint commands (new slides, background, word art, clip art, Internet pictures, text boxes, font changes), spellchecking, saving and opening a presentation file.

Students Objectives: Upon completion of this lesson, a student should be able to:

1. Create two slides in a PowerPoint presentation
2. Create backgrounds, word art, clip art, Internet pictures, text boxes, and make font changes on the slides
3. Understand and create slide transitions
4. Understand and create custom animation of objects on a slide
5. View the PowerPoint presentation
6. Present the PowerPoint information (declaration page Section I and Section II)

Required Materials: Computers and Microsoft PowerPoint are the necessary equipment and software needed for this lesson. Also needed is a video projector to display a student's presentation in front of the class while they are presenting the information. Students will be provided a PowerPoint checklist and command sheet with their assignment.

Instructions: This lesson will take three to five instructional class periods. The time it takes for each instructional part may vary, especially the actual student presentations.

Part I-Instruction

Review: Review that PowerPoint presentations are used to present information to a person or group of people. Presentations are beneficial to the speaker because it keeps them organized and takes the focus off of them. They are beneficial to the audience because people are visual and it gives them something to look at and follow while the information is presented to them.

Overview: The students are going to use a previously created PowerPoint presentation or an example presentation saved by the instructor that the students can use. There will be a review of creating a background of slides, creating new slides, creating word art, text boxes, and clip art, making font changes, viewing a slide show, and saving a presentation. Students will also be introduced and taught how to custom animate objects on a slide and create slide transitions.

Presentation and Exercise: Students will follow the teacher's instruction in this activity to review the basic PowerPoint commands as well as learn how to create slide transitions

and custom animate objects on a slide. The following are directions and instructions given by the teacher for the students to perform.

1. Have students open up a specific PowerPoint presentation that they have already done or one that the teacher created for them to use.

2. Go through and review each of the following:

- *How to apply a background to a slide

- *How to insert word art and format word art color, 3-D, and shadowing

- *How to insert clip art and copy pictures from the Internet

- *How to insert text boxes and format the text boxes with 3-D, shadowing, and fill color

- *How to make font changes to information in the text box

- *How to insert a new slide within a presentation

3. Introduce and show students:

- *What a slide transition is and how to apply slide transitions (slide show menu-slide transition)

 - effect, pace, sound, apply or apply to all (use apply)

- *Have students apply a slide transition to a few slides on the opened presentation.

- *What custom animation is and how to apply custom animation to objects on a slide (slide show menu-custom animation)

- *Have students custom animate the objects on one of the slides on the opened presentation.

 - Show and have students check objects to animated first

-Show and have students put objects in an appropriate animate order

-Show and have students give each object animation effects—
apply to each object individually

*entry animation and sound

*Introduce text objects all at once, by word, or by letter

*Use preview button to view animation

4. Have students insert a new slide on the present presentation (insert-new slide)
5. Have students view their presentation to see the slide transitions and custom animation of the objects (view menu-slide show, slide show menu-view show, or F5 will show the presentation)
6. Have students save the presentation.

Summary: Have students write down two things that they learned from the PowerPoint Part I-instructions. Summarize the importance of using PowerPoint as a presentation tool. Also summarize the basic commands of a PowerPoint presentation as well as slide transitions and custom animation of slide objects. Students, as homework, need to go home and asks their parents why they have homeowners insurance. They also need to get the declaration page of their parent's homeowners insurance policy.

Part II-Instruction

Review: Review the Part I-Instruction. Especially review how to apply slide transitions and custom animate objects of a slide. Review what commands are also used to apply

slide transitions and custom animations. ***Anticipatory Set:*** What do you think homeowners insurance covers?

Overview: The students will be creating a two-slide PowerPoint presentation using a Homeowner Policy Declaration Page. Students will work on their slides during this instructional part and the final instructional part will consist of each student presenting their PowerPoint presentation to the class.

Presentation: The instructor will briefly present an example of a Homeowners Declaration Page PowerPoint presentation just as the students will complete and perform. An example of Homeowners Declaration Page PowerPoint slides is at the end of the lesson. Explain to the students what the specific coverages and limits of liabilities mean. The coverages are dwelling, other structures, personal property, loss of use, personal liability, and medical payments to others. Explain what liability means and give examples for each coverage. A fire can be used as an example that causes a huge loss to a home. Dwelling is the actual home. Other structures could be a detached garage or a shed in the backyard. Personal property is the belongings inside the house (TV, clothes, ect.). Loss of use could be paying to stay at a hotel because your house is not fit to live in. Personal liability is bodily injury or property damage you cause to someone else (i.e. someone slipping on your sidewalk and injuring themselves or your dog bites someone and injures them). The last coverage is medical payment to others as a result of bodily injury caused to others by the insured.

Exercise: Students will use the declaration page that they obtained from their parents to create a PowerPoint presentation. If they were unable to get one or if their parents do not have homeowners insurance, then the teacher should provide the students with an example declaration page. A scanned example of a declaration page is provided at the end of the lesson. Students will be given a direction, checklist, and command sheet to complete their assignment. All three items will be on the same assignment sheet, which is below. The instructor can facilitate and observe the students as they work on their PowerPoint slides. Have students work on their own and allow them to help one another out on how to do specific commands on their slides.

HOMEOWNERS DECLARATOIN PAGE POWERPOINT

Name: _____

Hour: _____

1. Create a new PowerPoint presentation
2. Click on the blank slide from the slide layout option
3. Insert a new blank slide
4. The following information will be needed on slide #1 and taken from your declaration page:
 - *Give the slide a background
 - *Word art is the name of your insurance company and the title Section I Coverages
 - *Text box information needed
 - Policy period (the one year date of coverage)
 - Insured name and address (you can use your name and address)
 - A – Dwelling (also show it's limits of liability)
 - B – Other Structures (also show it's limits of liability)
 - C – Personal Property (also show it's limits of liability)
 - D – Loss of Use (also show it's limits of liability)
 - *2 clip arts or pictures from the Internet (any combination will work)
 - *Give the slide a slide transition
 - *Custom animate all of the objects on this slide
5. The following information will be needed on slide #2 and taken from your declaration page:
 - *Give the slide a background
 - *Word art is the title Homeowner Insurance and Section II Coverages
 - *Text box information needed
 - Personal Liability (also show it's limits of liability)

- Medical Payments to Others (also show it's limits of liability)
- Deductible used

*3 clip arts or pictures from the Internet (any combination will work)

*Give the slide a slide transition

*Custom animate all of the objects on this slide (make sure it is in an appropriate order)

6. The following is a checklist to use for completing all of the above tasks.

SLIDES

1 / 2

___/___ background

___/___ word art (Sect 1 & 2)

___/___ word art (Ins. Co. Name)

___/___ font changes (type, color, size)

SLIDES

1 / 2

___/___ text boxes

___/___ 3 clip art/Internet

___/___ custom animation

7. Save the presentation as Homeowners Declaration Page.

Helpful Command Hints:

Insert Menu—word art, clip art, text box, new slide

Format Menu—background, font changes

Slide Show Menu—custom animation, slide transition, view show

Summary: Summarize with the students what insurance is and what the coverages and limits of liabilities mean. Also go over the expectations for the presentation they will give to the class. Every student needs to prepare at home and be ready to present the following class period. Let the students know that they will have a specific amount of time (10-15 minutes or longer if needed) to wrap up their presentation slides and prepare for their actual presentation to the class.

Part III-Instruction

Review: Review the coverages and limits of liabilities. Review the checklist items that should be on each slide.

Overview: Let the students know that they will have some time to finish their presentations. Students will also be presenting their PowerPoint presentations to the class.

Presentation: Go over how the presentations will be conducted. There are several ways that students can be chosen. Student volunteers can present first. After the volunteers, pick names out of a hat or box or draw sticks with names on them. Also go over what the instructor will be looking for in terms of oral presentation. The items that will be looked at are on the grading assessment for the homeowner declaration page presentation, which is located at the end of the lesson.

Exercise:

1. Students will work on their slides and prepare for their presentations
2. Students will present their PowerPoint presentations to the class.
3. Continue the presentations until every student has gone (several days if needed)
4. The instructor will assess the students using the grading assessment that is at the end of the lesson.

Summary: Wrap up each day of presentations with what you observed from the presentations. Go over what was done well and what could be improved. Ask students for their input on what was done well and what could be improved with the presentations. At the very end, summarize what the students learned about the declaration page and creating a PowerPoint presentation. Also ask students to comment on what could make this lesson better.

HOMEOWNER DELCARATION PAGE

(Grading Assessment of PowerPoint Slides and Presentation)

Student: _____

Hour: _____

Q= Quality (2 points)

A=Acceptable (1 point)

N=Not Acceptable (0 points)

	Q	A	N	Points
Slide 1:				
Background				
Word Art: Insurance Company and Section I Coverages				
Text Boxes: Name of the Insured and address and Policy Period				
Text Boxes: Dwelling, Other Structures, Personal Property, Loss of Use, and the deductible amount				
2 Clip Arts/Internet Pictures				
Font Changes				
Slide Transition				
Custom Animation				
Slide 2:				
Background				
Word Art: Homeowners Insurance and Section II Coverages				
Text Boxes: Personal Liability and Medical Payments to Others				
3 Clip Arts/Internet Pictures				
Font Changes				
Slide Transition				
Custom Animation				
Oral Presentation:				
Are you speaking clearly?				
Do you have good eye contact with your audience?				
Is your speech made without reading the information?				
Is your information complete?				
Is your speech within the time limit?				
Are you being a good listener during all the presentations?				
TOTAL POINTS (40 point possible)				

The following is a scanned example of a homeowners insurance declaration page.
 Students that do not have access to a declaration page from home can use this for their presentation assignment.

Policy Number: [REDACTED]
Policy Period:
 02/12/03 to 02/12/04
 12:01 A.M. Standard Time
 at the Location of the Residence Premises

MEEMIC INSURANCE COMPANY
 691 NORTH SQUIRREL ROAD, SUITE 100
 P.O. BOX 217019
 AUBURN HILLS, MICHIGAN 48321-7019
 For Policyholder Services call : 1-888-4 MEEMIC
 or your Representative

DECLARATIONS PAGE
 ATTACH TO POLICY
Policy Type:
 HOMEOWNERS Renewal
Policyholder Since: 2002
Invoice Date: 01/10/03
Change Effective:



NAME INSURED and MAILING ADDRESS:
 DARIN L PRICE
 512 [REDACTED] ST
 OTSEGO MI 49078-1247

REPRESENTATIVE: 09684
 DANIEL & KATHY [REDACTED]
 513 HOWARD ST
 [REDACTED] MI 49008-1917

(616) 567-9876

DESCRIBED LOCATION: The residence premises covered hereunder is located at the above address, unless otherwise stated herein:

THE RESIDENCE PREMISES ABOVE IS THE ONLY PREMISES EXCEPT WHERE NOTED BELOW:

Insurance is provided only with respect to the following coverages for which a Limit of Liability is specified, subject to all conditions of this policy.


SECTION I COVERAGES	LIMITS OF LIABILITY
A - DWELLING	125000
B - OTHER STRUCTURES	12500
C - PERSONAL PROPERTY	87500
D - LOSS OF USE	ACTUAL LOSS SUSTAINED
SECTION II COVERAGES	
E - PERSONAL LIABILITY	300000 Each Occurrence
F - MEDICAL PAYMENTS TO OTHERS	1000 Per Person

DEDUCTIBLE: Any loss by perils insured against under Section I of this policy is subject to a deductible: **500 FIXED**

INCLUDED COVERAGE(S): GUARANTEED REPLACEMENT COST-DWELLING
 REPLACEMENT COST ON CONTENTS

The following is an example of the Homeowners Declaration Page PowerPoint slides. The example slides can be used by the instructor to show the students how the slides could be set up. The slides can also be used in the example presentation given by the instructor to the students.

Slide 1




MEEMIC INSURANCE

Policy Period: 2/12/03 to 2/12/04	Darin L. Price 111 Muriel St. Otsego MI, 49078
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SECTION I COVERAGES

A - Dwelling	\$125,000
B - Other Structures	\$12,500
C - Personal Property	\$87,500
D - LOSS OF USE	ACTUAL LOSS SUSTAINED






Slide 2

Homeowners Insurance

Section II Coverages

Personal Liability	\$300,000 Each Occurrence
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Medical Payments to Others	\$1,000 Per Person
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Deductible: \$500 Fixed