<u>Using the PolyU In-class eSFQ instructions PowerPoint slides</u>

There are two versions of the standardised PowerPoint presentations: one with **audio** instructions and one without (the contents of the two versions are <u>exactly the same</u>). Remarks on using the individual slides are given in the PowerPoint files. In particular, note the following points when using the files:

PolyU in-class eSFQ instructions (with audio instructions)

- Make sure the projector, the speakers on the computer and in the classroom/lecture hall are on prior to running the slide show. Please refer to FMO's *Guide to Audio-visual Facilities in Lecture Theatres and General Teaching Rooms* (http://www.polyu.edu.hk/fmo/useful/AV_Guide.pdf) for information on how to use the audio-visual facilities in the classrooms/lecture halls.

- The slides and the audio instructions will be played automatically when the slide show is run.

PolyU in-class eSFQ instructions (without audio instructions)

- Make sure the projector, the speakers on the computer and in the classroom/lecture hall are on prior to running the slide show. Please refer to the *Guide to Audio-visual Facilities in Lecture Theatres and General Teaching Rooms* (http://www.polyu.edu.hk/fmo/useful/AV_Guide.pdf) for information on how to use the audio-visual facilities in the classrooms/lecture halls.

- Give verbal instructions as appropriate.

- The slides will <u>not</u> be played automatically when the slide show is run.