

GIVING PRESENTATIONS

Planning the presentation

1. Plan the talk
2. Prepare powerpoint slides – if powerpoint is to be used
3. Prepare speaking notes – do NOT write out everything you will say
4. Practice & feedback – timing, specific slides that need work

Organizing the presentation

- First slide is title and name
- Second slide is outline
- Structure needs to be clear
- Table of contents should map into slide headings

Timing

- Allow people sufficient time to read the slides
- Know how long each section is so you can tell if you are behind
- Know what you can shorten if necessary
- Allow time for questions

Guidelines for designing slides

- Headings should stand out
- Do not put too much on a slide – slides should be a summary of your points
- Ensure that text is large enough
- Use consistent fonts and formatting
- Don't make slides too busy
- Make sure slides parallel text
- Be careful about concepts that run over two slides

Speaking

- Change volume to emphasize important points
- Speak at a volume that can be heard by the entire room
- Make eye contact with the audience and occasionally point to your slides
- Enunciate clearly
- Speak at a moderate pace
- Speak about what is on your slide, but do not read from it.
- Don't digress from your topic

Answering questions

- Prepare answers to likely questions
- Be honest
- Don't spend too long a question
- It's okay to say you don't know
- Ask the person to repeat or rephrase the question if needed

To avoid anxiety

- Prepare well – check the layout of the room before if possible, know how long the talk will be and when people will ask questions
- Practice talk and memorize first few sentences
- Have notes
- Speak slowly
- Breathe deeply
- Have water handy
- If something doesn't go as planned, go with the flow

For computer presentations

- Check to make sure your computer connects with the projector in advance
- Always bring a back-up of your file on CD or other storage device
- Prepare to give the introduction without slides

A FEW POWERPOINT TIPS

Creating a standard slide layout – Use View Master Slide master and you can edit the font size and color for slides so they automatically look the same.

Inserting pictures – Insert Picture From file – can insert pictures in *.jpg, *.tif, and other formats.

Finding photos on the www – You can use www.altavista.com “images” search engine or www.ditto.com. To save non-copyrighted pictures right click and “save as”. Should put the location of any pictures that aren't yours in your presentation.

Animating slides – Use Slide show “preset animation” to have bullets within a single text box appear one at a time. Or use “custom animation”. Then you can specify the order of the objects entering and how they will enter. Avoid over-animation as it can be distracting.

Draw toolbar – Use for aligning objects; drawing lines, arrows, or shapes; or grouping objects.