

PREPARING A PRESENTATION

What is PowerPoint?

- PPT is an abbreviation for Powerpoint
- A software tool by Microsoft
- Presents information in slide-show format
- Offers text, graphics, sound effects, & video

Hints for Successful Presentation

- Plan carefully
- Do your research
- Know your audience
- Time your presentation
- Practice your presentation
- Speak comfortably and clearly

Plan Carefully

Make a logical structure that is similar to a good story;

- Beginning: context of presentation
- Body: develop main points.
- Conclusion: summarize main points, take home message.

Know your Audience

Make presentation relevant to audience;

- Do not present all materials.
- Remove distracting items.

Consider about following questions;

- Who am I addressing?
- What do I have to say?
- What do I want my audience to know?
- What would my audience want to know?

Practice Your Presentation

- Practice on your own (get timing right)
- Practice giving it to each other.
- Write out the full text you want to say.
 - Forces you to think of every aspect
 - Helps you commit parts of you presentation to memory
 - Make notes of key points and use those during presentation. BUT don't read a script, or always look at the screen.

Speak Comfortably and Clearly

- Look at the audience
 - Try to look at everyone, not just one corner of the room.
 - If you are nervous pick some spots at the back of the room above people's heads.
- Be enthusiastic
 - Vary the tone of your voice.
 - Use humor if it suits you, but don't force it or over do it. Content is what matters.

How to Speak in Presentation

- Speak slowly and clearly.
- Take a breath before you move to next slide.
- Take a deep breath (unobtrusively) before you start.
- Try not to say so, ummm or other time fillers too much.
 - We all do it, it takes practice.
- Try standing squarely on both feet and keep hands someone still.

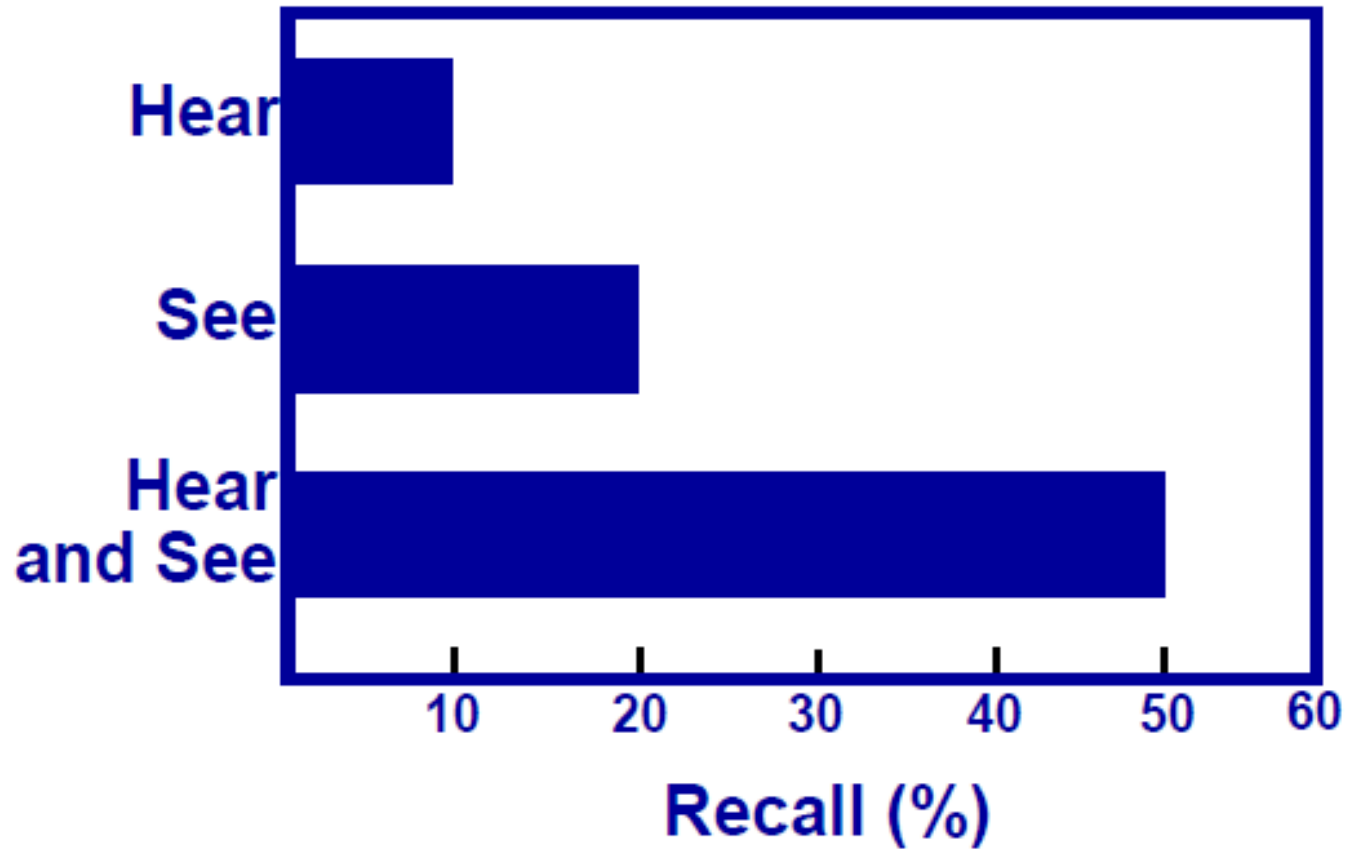
Design of Slides

- You do not need to use full or wordy sentences because they can become very, very long and make it much hard for the audience to follow. They also make it much for difficult for you to quickly look at if you need a reminder of where you are at.
- Don't use full or wordy sentences.
 - Harder for the audience to follow.
 - Harder for you to use as a reminder.
- Starting with the verb can help.

Design of Slides/2

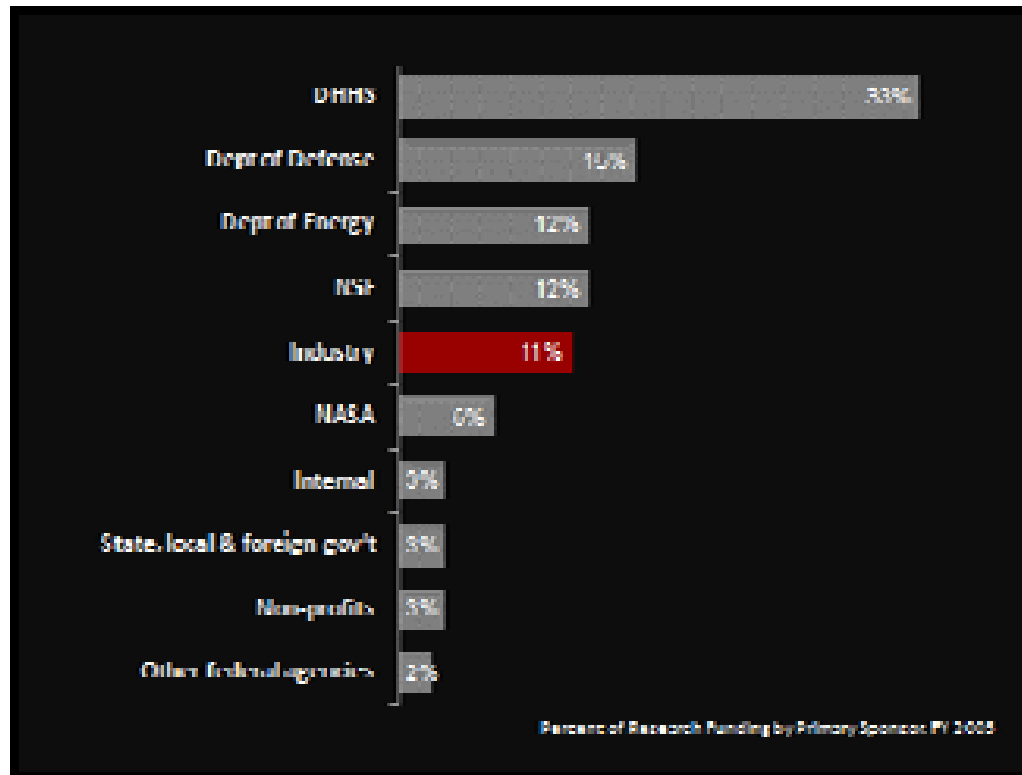
- Don't put too much text on one slide
 - Makes it hard to read.
 - Continue on topic on next slide, if too much for one slide.
- Make sure font is big enough to read.
 - 18 point font is probably the smallest to go
 - This depends on size of room.
- Make sure tables, pictures, and graphs can be read.
 - Titles on graphs and tables must be readable at back of room.
 - Number must also be readable

Design of Slides/3



Design of Slides/4

- Highlight the most important information in tables and graphs. If needed, use builds to present data in a series of bite-sized pieces.



Design of Slides/5

- Use a colour of font that contrasts sharply with the background
 - Ex: blue or black font on white background
- Use backgrounds that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation