

GENERAL NOTES ON POWERPOINT PRESENTATION SKILLS

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OUTLINE

Why do you present?

Three main steps

How to design a PowerPoint slides?

How to give a good presentation?

Golden Rules

Death by PowerPoint

Teacher and PowerPoint

WHY DO YOU PRESENT?

- Your boss told you to?
- To “pass the information”?
- Or to make **meaning**?

THREE MAIN STEPS

- **First**, to design the PowerPoint slides
- **Second**, to give the presentation
- **Third**, to answer questions

HOW TO DESIGN A POWERPOINT SLIDES?

1. Templates
2. Lettering (Font)
3. Words (Text)
4. Colors
5. Pictures

1. TEMPLATES

- No dark colors
- Slide numbers

2. LETTERING OR FONT

- Not too **big** or too **small**
- Do not use *cursive* letters
- Traditional font
- Make it simple

3. WORDS OR TEXT

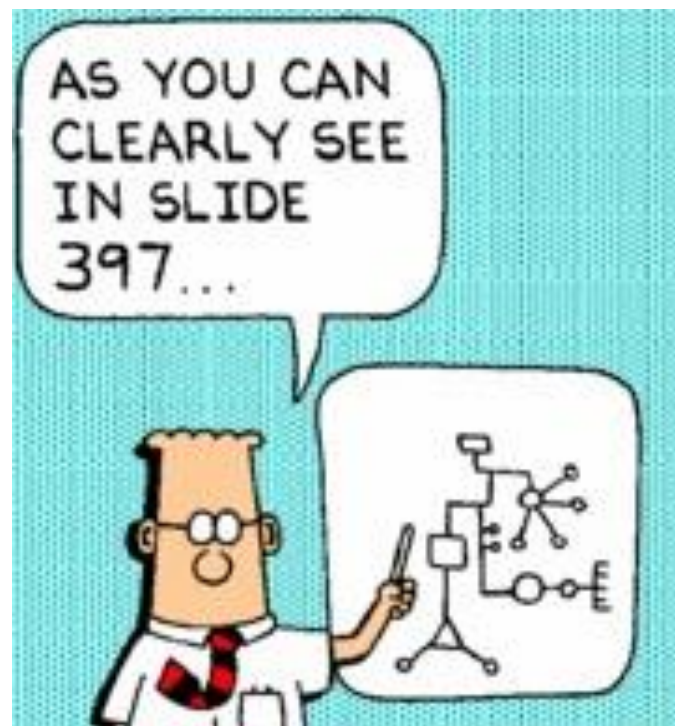
- Few lines of important information per slide.
- Six lines as maximum.
- More than six lines is called **Too Much Information (TMI)**.

4. COLORS

- Use strong contrast from background.
- Use **one** different color to emphasize important words.
- Do not use many colors.

5. PICTURES

- Single image
- Clear image
- Uncrowded image
- Non-deformed image



BAD SLIDE

HOW TO CREATE EYE-CATCHING
POWERPOINT SLIDES THAT CAN IMPRESS
YOUR AUDIENCE AND MAKE YOUR
PRESENTATION LOOK PROFESSIONAL!!!



- ✓ Start with bold backgrounds
- ✓ Make use of various interesting font colors
- ✓ Add pictures, such as objects
- ✓ Use different font sizes for each bullet point you use

1. During the introduction presentation, use your hands to point to the items you're at
2. If there's some information you don't think are important, just skip them in your presentation
3. You should never pause during a presentation, so make sure you're always saying something



DEFORMED IMAGE



IS BILL GATES A GOOD PRESENTER?



HOW TO GIVE A GOOD PRESENTATION?

1. Choose a good and interesting topic.
2. Know your topic.
3. Know your audience.
4. Practice (to avoid nervousness)
5. Start with a question (to grab the audience's attention).

GOLDEN RULES

- **Move.. do not stand like a statue.**
- **Speak, do not read.**
- **Speak loudly and clearly.**
- **Cue cards – main points only.**
- **Make eye contact with everyone.**
- **Focus on you, not the slides.**

DEATH BY POWERPOINT

It is a phenomenon caused by the poor use of presentation software.

Key contributors to death by PowerPoint include:

1. **confusing graphics,**
2. **slides with too much text, and**
3. **presenters whose idea of a good presentation is to read 40 slides out loud.**

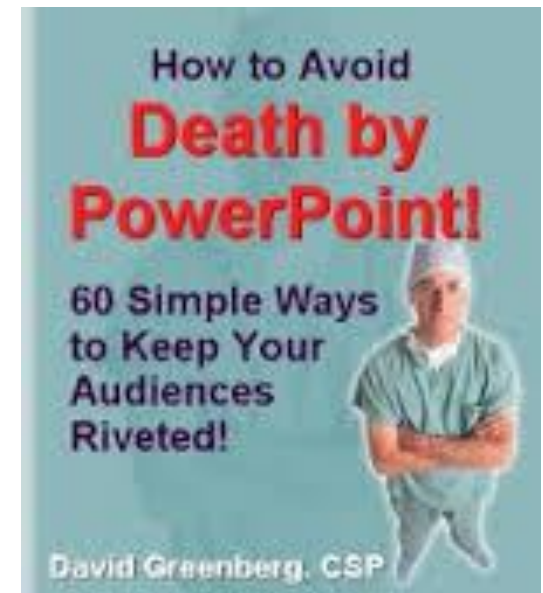
HOW TO RECOGNIZE DEATH BY POWERPOINT?

- Audience members' gazed eyes,
- Furtive use of smartphones, and
- Trips to the bathroom.



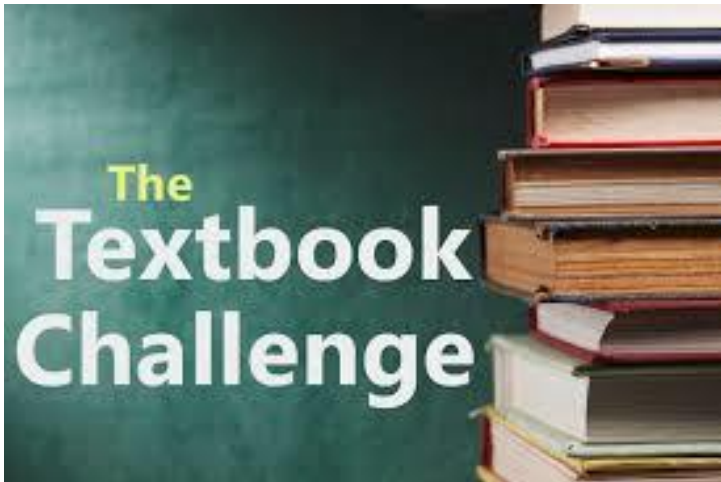
HOW TO AVOID DEATH BY POWERPOINT?

Use the technology as **a visual aid** to enhance what is being said, instead of relying on the technology to serve as the focus of the presentation.



TEACHERS AND POWERPOINT

PowerPoint slides are visual aid. They cannot be used as a textbook.



REFERENCES

- How to give the BEST PowerPoint presentation!
<https://www.youtube.com/watch?v=eHhqWbI0y4M>
- How to give the BEST speech or presentation in English
<https://www.youtube.com/watch?v=BO0Gt5hoHU4>
- How to give a good presentation.mov
<https://www.youtube.com/watch?v=6xAM2GH1wKA>
- Death by PowerPoint
<http://whatis.techtarget.com/definition/death-by-PowerPoint>
- How to suck at PowerPoint
<http://samgrant.com/how-to-suck-at-powerpoint/>

THANK YOU FOR LISTENING

Questions

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