

SLIDESHOW PRESENTATIONS & DESIGN

Slideshows are a mix of You, The Technology, and Your Slideshow. If one doesn't work, you're in trouble. So, make sure all of them work and are ready to work together.

Slideshows should be more visual than textual. That said, some text is okay. But, visuals should be on the forefront of the slideshow.

The primary purpose of a slideshow is to inform, persuade, or to tell a story.

The second purpose of a slideshow is to support a speaker who is giving a speech or presentation. Conversely, if the slideshow is not meant to support, it should be able to stand alone for the audience.

BASIC DESIGN

- +Choose a simple design/theme.
- +Line your slides with facts, statistics, and important names, dates, etc.
- +Don't overload your slide.
- +3-4 facts/statements/points per slide.

VISUAL AND TYPOGRAPHIC DETAILS

- +Keep your slides in a 3-4 colors (type, foreground objects - such as bullets, background)
- +Use visuals. Show don't tell with a slideshow.
- +Use headings and plan out your headings (take us step by step through the topic)
- +Create headings which help to take us step by step.
- +Use bullet points for facts.

WHAT CAN I USE?

- +Charts/Graphs
- +Short Videos (under 3 minutes)
- +Clipart (related to the topic)
- +Photos/Images (related to the topic)

Be careful not to over-ornament your slides.

ADVANCED SLIDESHOW DESIGN

- +Have a "good" title slide.
- +Have a good opening slide.
- +Since these are the first two things that your audience sees, make them interested. Try to draw them into the presentation.
- +Use Colorful Images/Pictures or Graphics. Color draws our attention to the slides.

ORAL PRESENTATIONS

BEST PRACTICES

Good:

Do Not Memorize your content.

Have a script.

Have note cards.

Use your phone to provide notes to speak from....

Really Good:

Memorize the content and talk from memory.

Best:

Speak freely (even improvise) from your notes using "cues" in the presentation.

SPEAKING NATURALLY

Project your voice when you address the audience. Trick: Try using a nice loud cough (to clear your throat) and to gauge your volume with the audience.

Tip: Have some water or a drink nearby to keep your mouth wet. Take a quick drink before you walk into the spotlight. Pause and drink as needed. Keep in mind: Dry mouth (or "cotton mouth") can affect your vocal articulation.

When you talk, take your time. Do not rush.

SPEAKING WITH VISUALS

Try not to read from your slides.

Talk "about your slides," not "from your slides."

NERVOUS: WHAT'S NORMAL?

Public speaking is very difficult for most people.

Some sense of anxiety or nervousness is perfectly normal.

Some people have to urinate or dedicate several times before speaking.

Remember: What you are feeling is your body preparing for the work. All of your feelings are perfectly normal. Once you arrive in the spotlight, most of these sensations will dissipate.

NERVOUS: WHAT TO DO

+Try to relax.

Take a few deep breaths. The extra oxygen (through breath) will usually have a calming effect.

+Use a focal point, if you are nervous. Find a place (or two) within the direction of the audience to focus your attention.

+Change nervous energy into performance energy! :) What you are feeling is adrenalin, which is activated when we are fearful/scare or excited. Our bodies don't know the difference. Be as positive as possible and use the extra energy.

OTHER BEST PRACTICES

+Arrive early and make sure everything works. Be familiar with the room and technology whenever possible.

- +Practice your presentation a few times. Remember: "Practice makes perfect." Rehearse your presentation. Tip: Read things aloud. Locate any complex sentences in your presentation or any places where you might stumble. Then, simplify the language or fix the sentence. Remember: Easy to read is easier to speak.
- +Make direct eye contact with select members of the audience.
- +Walk around the room. This helps to keep the audience engaged.
- +Keep track of the time. Tip: Set a "silent" timer on your computer, cellphone, or on a wrist watch.

RECORDING A PRESENTATION

FOCUS

Center yourself in the picture/camera.

If the quality of the picture is too low, consider purchasing an external camera for your computer.

LIGHTING

Make sure the light source is in front of you (never behind you).

Ring lights or lamps are great for front-facing light sources.

Make sure not to over illuminate yourself.

What more? Do not have a window or other source of light behind you.

Use a background (e.g., a drop cloth, a sheet, a photographers background, a plain wall, etc.)

MICROPHONES

Make sure to adjust the volume on your computer microphone.

Consider purchasing an external microphone if your computer microphone is too weak or the quality of the sound is too low.

PREPARATION

Record a few test/practice sessions before you record live or record a final version.