

Powerful Presentations

- ◆ **Road Map To The Total Oral Presentation**

Slide 1

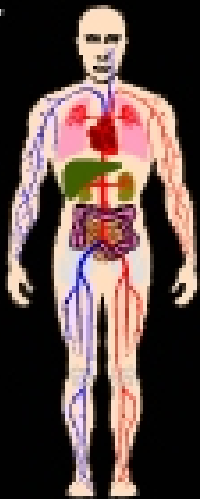
Road Map

- ◆ *Analyze Audience*
- ◆ *Determine Purpose*
- ◆ *Structure Presentation*
- ◆ *Prepare Visuals*
- ◆ *Anticipate Questions*
- ◆ *Do Follow-Up*

Slide 2

Anatomy Of A Presentation

- Opening
 - *Capture Interest*
 - *Introduce Topic*
- Body
 - *Main Point*
 - *Support*
- Closing
 - *Summarize*
 - *Call To Action*



Slide 3

Organization of a 7-min Talk

- ◆ **1 Minute - Introduction**
- ◆ **5 Minutes - Body**
- ◆ **Main Points**
 - *Sub Pt. 1*
 - *Sub Pt. 2*
 - *Sub Pt. 3...*
- ◆ **1 Minute Closing**


Slide 4


Opening Objectives

- ◆ **Arouse Interest**
- ◆ **Orient Audience**
- ◆ **Direct Attention**
- ◆ **Reveal Yourself**

Slide 5

Effective Opening

- ◆ **Statement** *"My Topic Today Is"*
- ◆ **Picture** 
- ◆ **Statistics**
- ◆ **Questions** *??????????????*



Slide 6

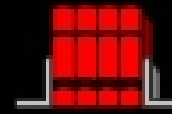
Hierarchy of Believability

- ◆ *Working Device (IT)*
- ◆ *Video of IT*
- ◆ *Computer Simulation of IT*
- ◆ *Photo of IT*
- ◆ *Drawing of IT*
- ◆ *Sketch of IT*
- ◆ *Verbal Description of IT*

Slide 7

Effective Closing

- ◆ *Summary Statement*
- ◆ *Action Request*
- ◆ *Memory Jogger*



Slide 8

Six Commandments for Preparing Visual Aids

- ◆ *Unity*
- ◆ *Simplicity*
- ◆ *Legibility*
- ◆ *Consistency*
- ◆ *Clarity*
- ◆ *Quality*

Slide 9

Factors Influencing Visual Aids

- ◆ *Time Available*
- ◆ *Subject Matter*
- ◆ *Cost Limitations*
- ◆ *Availability of Equipment*
- ◆ *Type of Audience*
- ◆ *Ability of Presenter*

Slide 10

Choices

- ◆ *Computer Projector – Big audience, but complex, with many ways to fail*
- ◆ *Laptop Screen – Small audience*
- ◆ *Transparencies – Flexible*
- ◆ *Paper copies – Safe backup for small audience*

Slide 11

Effective Visuals

- ◆ *Clarify*
- ◆ *Stimulate Interest*
- ◆ *Emphasize and Reinforce*
- ◆ *Support and Expand*
- ◆ *Use Color*
- ◆ *Use Pictures and Graphs*

Slide 12

Rules For Making Visuals

- ◆ *Include 1 Idea Per Chart*
- ◆ *Keep It Simple*
- ◆ *Title All Visuals*
- ◆ *Use 7 Words x 7 Lines Maximum*
- ◆ *Use Key Phrases - Not Sentences*
- ◆ *Use Pictures And Graphs*



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Preparing Visuals

- ◆ *Make Landscape, not Portrait*
- ◆ *Use Big, Bold Letters*
- ◆ *Avoid Abbreviations*

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PowerPoint Issues

- ◆ *Consider reducing animation*
- ◆ *Beware of slow-loading graphics*
- ◆ *Have paper backups*
- ◆ *Print Handouts 6/page*

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Working With Visuals

- ◆ *Stand Near Screen*
- ◆ *Keep Hands Free for Gestures*
- ◆ *Speak to Back Row*
- ◆ *Point With Words*
- ◆ *Show When Ready : Not Before*
- ◆ *Plan to Spend < 1 Minute Each*
- ◆ *Clear Before Continuing*

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Fielding Questions

- ◆ *Concede The Right To Question*
- ◆ *Relax And Listen*
- ◆ *Repeat Question*
- ◆ *Clarify And Pinpoint Concern*
- ◆ *Answer Question, then Stop*
- ◆ *Continue With Next Question*

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Rating A Presentation

- ◆ *Appearance*
 - *Gestures And Posture*
 - *Eye Contact & Facial Expressions*
- ◆ *Voice*
 - *Enunciation*
 - *Speed, Pace, And Tone*
 - *Diction*
- ◆ *Contact*
 - *Rapport*

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