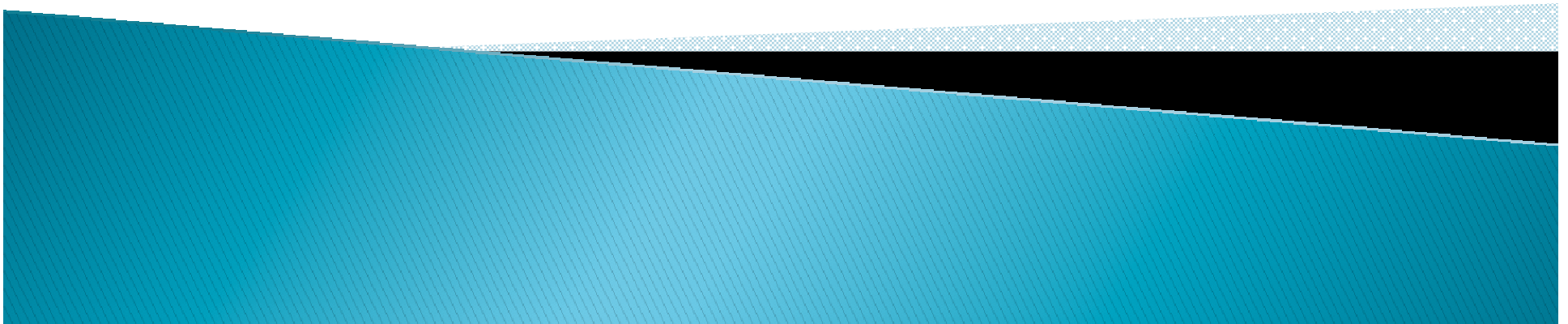


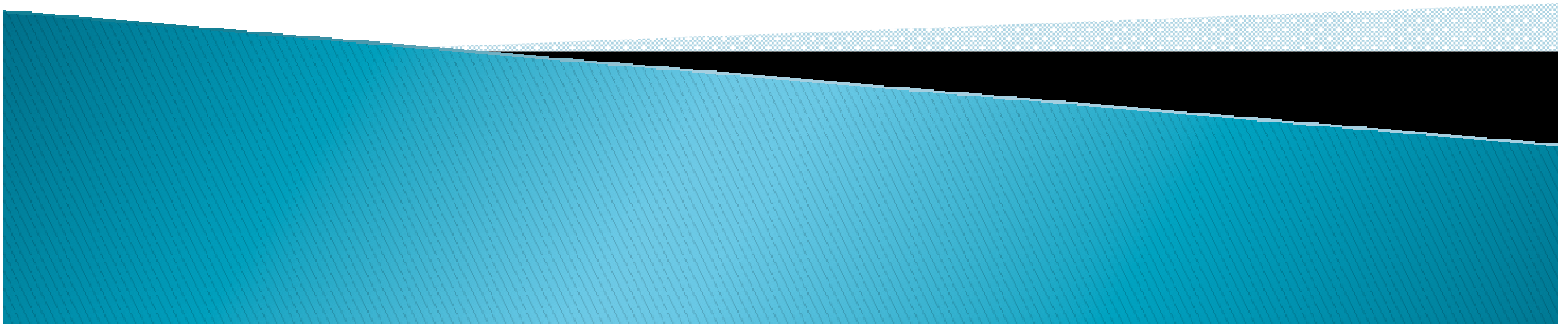
# Presentation Basics

By: Julie L. Taylor  
CLEAR  
University of Utah



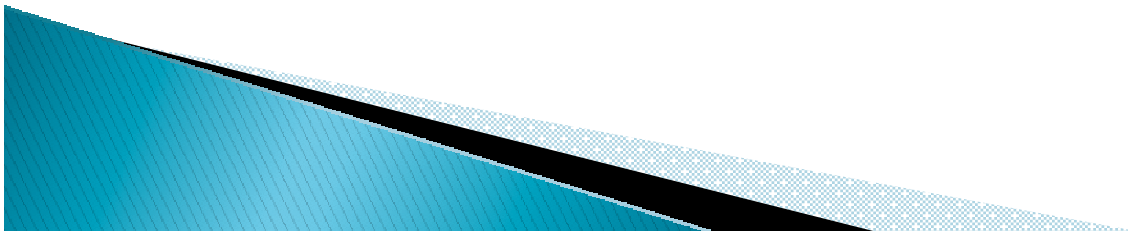
# Why is this important?

Does anyone REALLY care about communication?



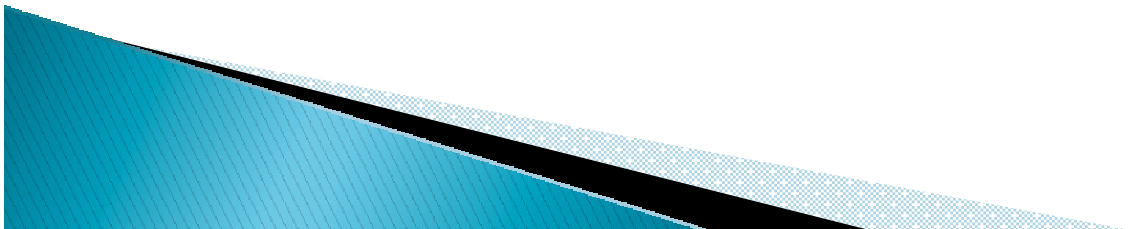
**Nervous?!**

**Good...Because fear is your  
friend!**



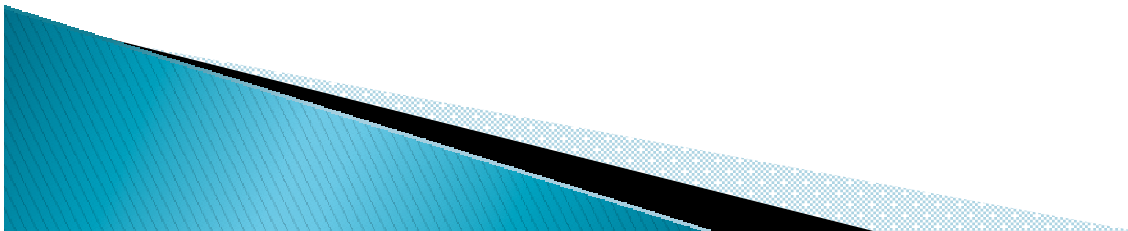
# How to deal with nervous energy

- ▶ Breathe
- ▶ Have real expectations
- ▶ Visualize
- ▶ Eat a banana
- ▶ Exercise
- ▶ **DO NOT** drink a lot of caffeine



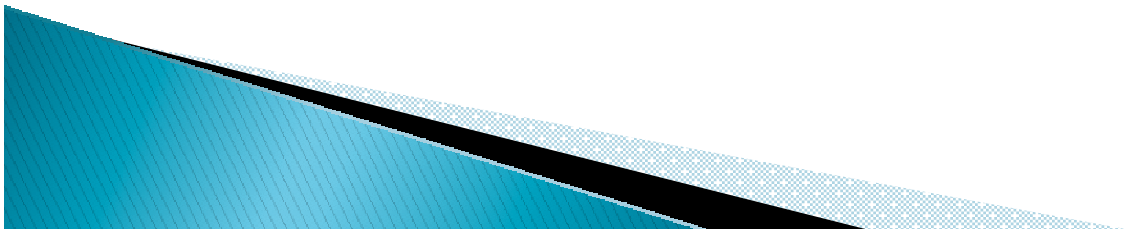
# Questions to consider

- ▶ Who is my audience?
- ▶ How much time do I have?
- ▶ What is my purpose?
- ▶ What do I really want people to know?
- ▶ How can I help connect this to my audience?



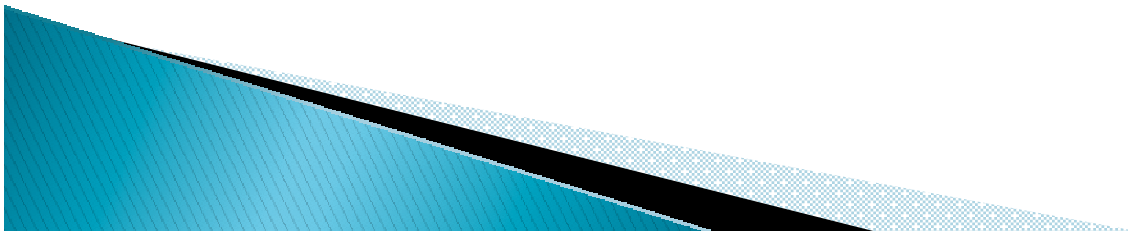
# Getting started...

- ▶ Make sure to write your presentation/paper first
- ▶ Pick out the MOST important points to share
- ▶ Make sure you organize your presentation



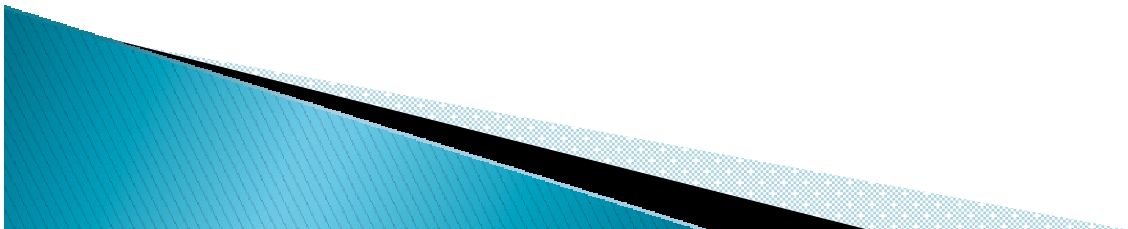
# Organization

- ▶ Introduction
- ▶ Body
- ▶ Conclusion



# Introduction

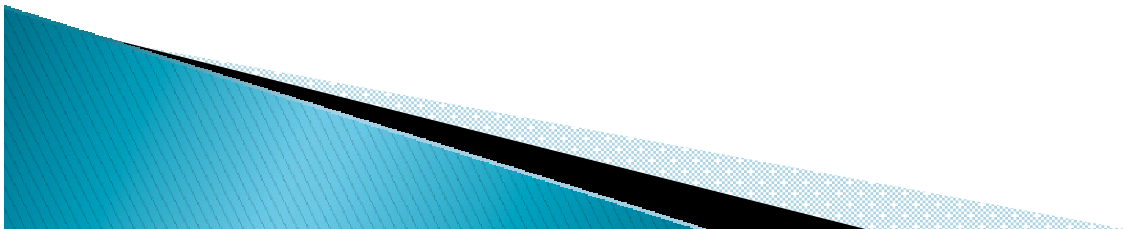
- ▶ This is where you draw in your audience
- ▶ Get your audience excited
- ▶ Preview your main points
  - Tell your audience what they will expect to hear—this is NOT a mystery novel





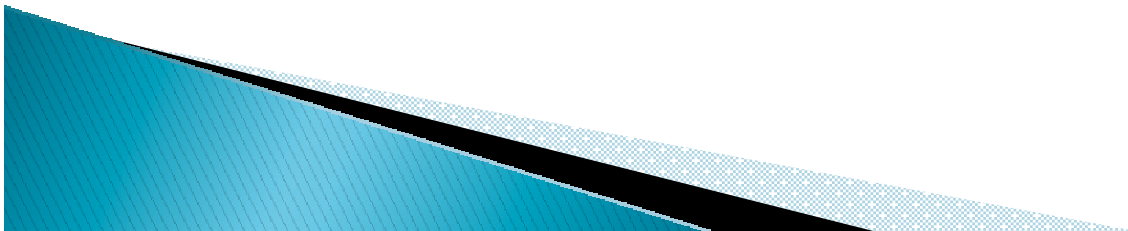
# Techniques for Introductions

- ▶ Startling Statement
- ▶ Question
- ▶ Story
- ▶ Quotation
- ▶ Personal Reference
- ▶ Audio Visual Materials



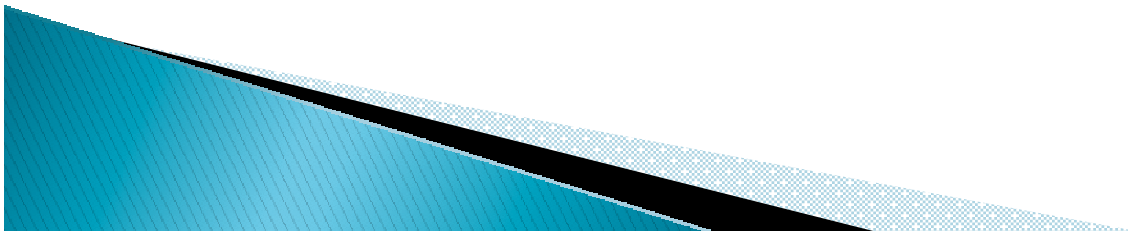
# Components in the Intro

- ▶ Attention Getter or Hook
- ▶ Reveal topic/adapt the topic to the audience
- ▶ Establish credibility
- ▶ Preview Main Points



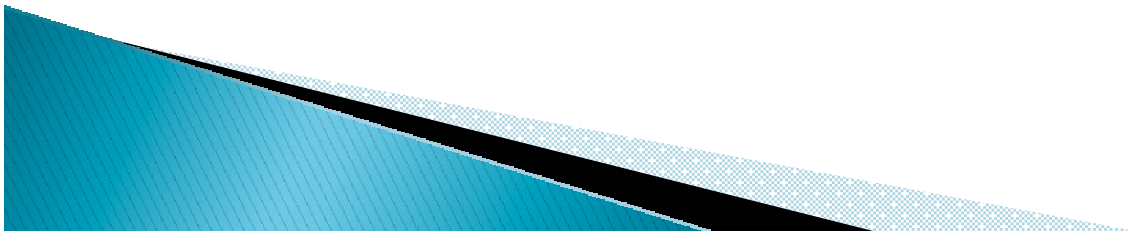
# Body

- ▶ This is where a majority of your speech will be focused
- ▶ Make sure to FOLLOW the main points that you laid out in your introduction
- ▶ ORALLY cite ALL sources!!



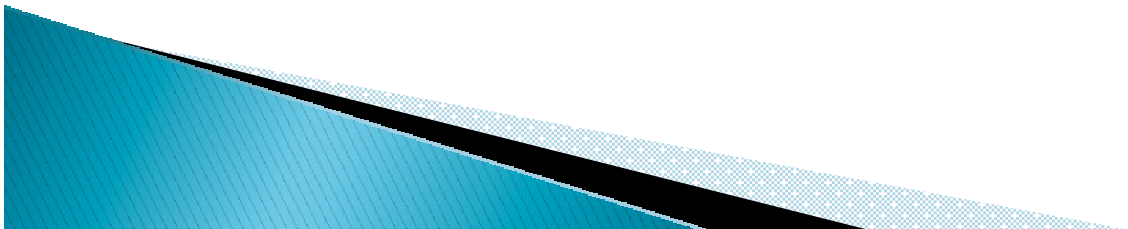
# Conclusion

- ▶ This is where you end your speech
- ▶ Don't leave us hanging!



# Formula to Conclude

- ▶ Signal the end of the speech...
  - \_ In the Future...
  - \_ I've enjoyed sharing...
  - \_ So now that we've heard...
  - \_ In the end...
  - \_ Reference to introduction (mirror approach)
- ▶ Review Important points, or you can revisit your thesis statement (more to come on that)

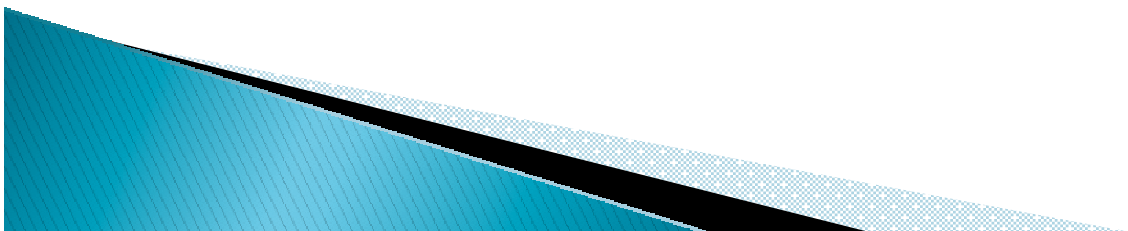


▶ Artistic Last Line (when we know to clap)

— Quote: *“Speak when you are angry - and you'll make the best speech you'll ever regret” Dr. Laurence J. Peter*

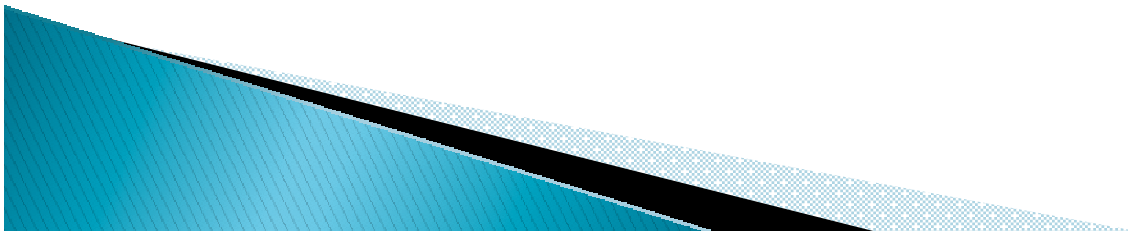
— Rhyme or alliteration: *“Be safe, be suited up, and be successful.”*

— Reference or Allusion: *Knowing these things, you will be able to swim like aqua-man.*



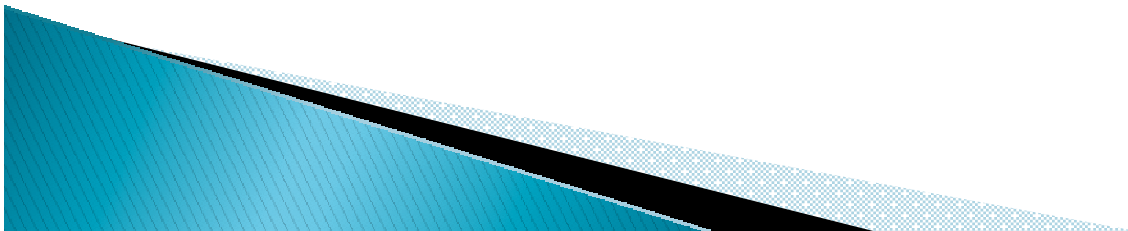
**Practice...practice...practice**

**Consider your time and audience**



# Delivery

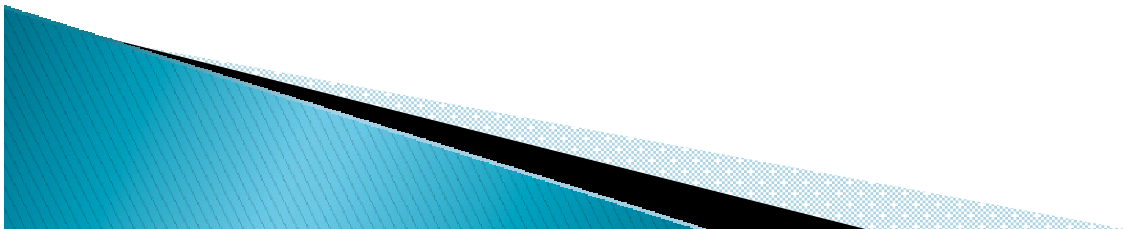
- ▶ Verbal
  - \_ Emphasis
  - \_ Speak-up
- ▶ Non-verbal
  - \_ Gestures
  - \_ Dress





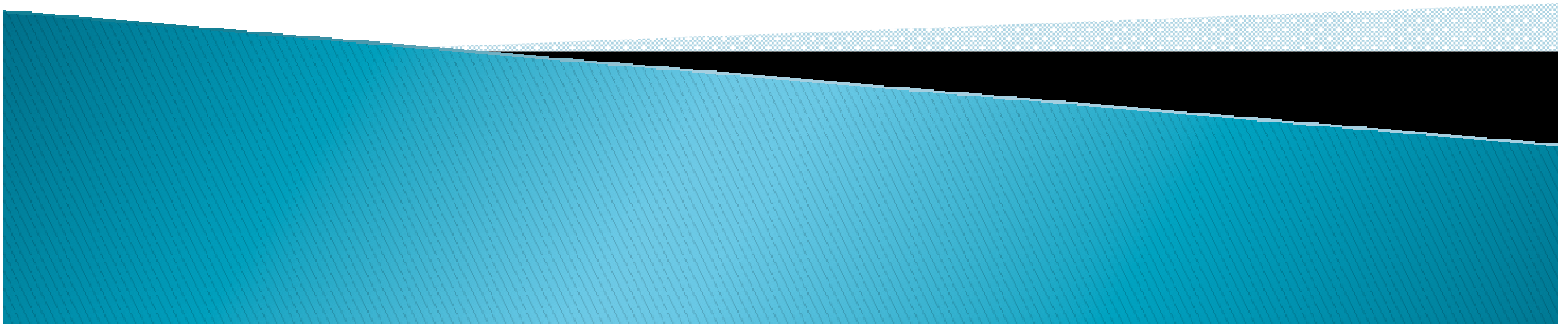
# Visual Aid

- ▶ Make sure to be clear
- ▶ Should enhance rather than replace
- ▶ Speak to your audience NOT to your visual
- ▶ Practice using your visual



# Pitfalls of PowerPoint

These are things to remember when designing an effective visual aid



# Lots of Text Hurts the Eye

Many slides that you see probably look something like this. They will use a lot of “bullet points” that serve no real function other than to act as a table of content for the talk, rather than an actual visual aid to the presentation. Or worse yet, they present the audience with a solid block of text which diverts the attention of the audience towards reading the contents of the text than listening to the presenter.

Your visual aid should provide visual, rather than textual, impact because when you have too much text it distracts the audience and diverts their attention from the spoken presentation. Go Broncos!! Keep text to a minimum so that the audience's focus remains on you. By the way, what am I saying in my lecture right now???

# Use Large Print (this is 36 pt bold)


This sentence is written in plain text using a size 14 font...

This sentence is written in plain text using a size 24 font...

This sentence is written in bold using a  
size 36 font...

And this one is size 48 font!

# Fonts

- Fonts Types: Do not use fonts with “tails”.
  - Times
  - Gigi
  - Curlz
  - 
- Font Size:
  - Minimum font size for any Power Point presentation is 24 (This is 24 point Font)
  - Depending on the Font Type, this [size] may change.

# Blank Slides

Use a blank slide in between ideas so that your audience is not distracted by a slide that you are not discussing during your speech

# Keep it Simple

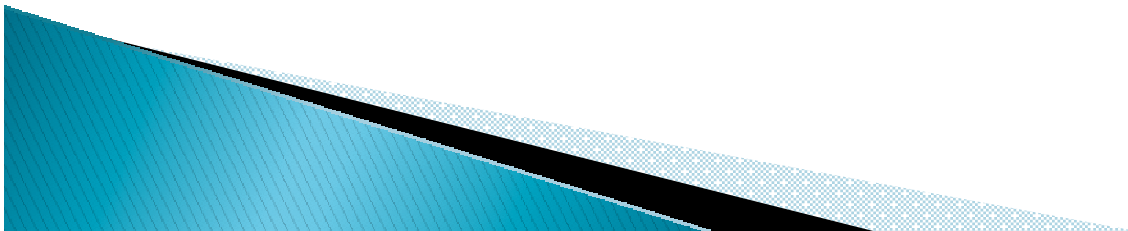
- ▶ Use the 6X6 rule
  - \_ No more than six words per line.
  - \_ No more than six bullets per slide.
- ▶ Use large fonts (24 pt. or larger)
- ▶ Use key words instead of sentences

Use WordArt Sparingly



# Color – The Bad & the Ugly

- ▶ Using a font color that does not contrast with the background color is hard to read
- ▶ Using color for decoration is distracting and annoying.
- ▶ Using a different color for each point is unnecessary
  - \_ Using a different color for secondary points is also unnecessary
- ▶ Trying to be creative can also be bad



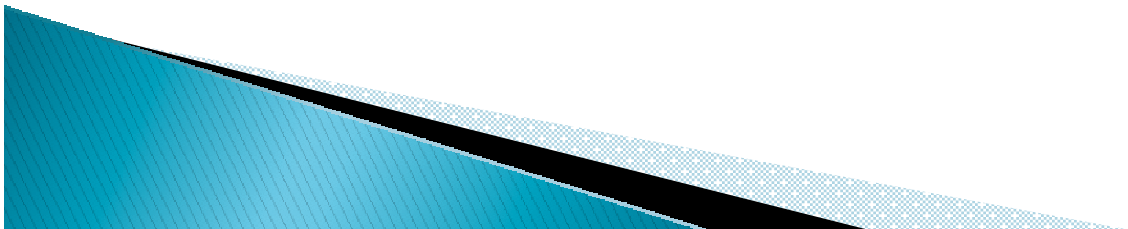


# Are Bullet points always the best way to present new information?!

Not the best way . . . .

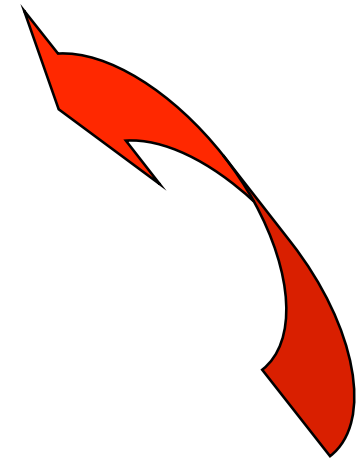
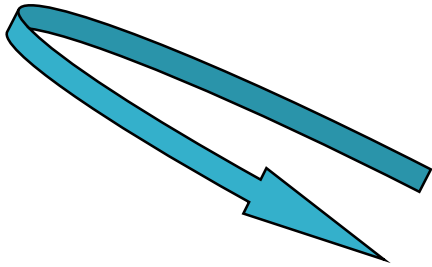
A problem with speaking

- \_ Lack of confidence breeds poor delivery.
- \_ Poor delivery bores audiences.
- \_ Bored audiences sap a speaker's confidence.



# Use Arrows to Explain Processes

Lack of Confidence



Poor Delivery

Bored Audiences



# Raw Data Emphasizes Nothing

Early Bird Gets the Worm

	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM
Robin	10	9	9	5	3	2	0
Sparrow	7	7	6	4	3	1	1
Pigeon	6	5	5	3	2	0	0
Eagle	3	3	3	2	1	0	0
Ostrich	0	0	2	1	0	0	0
Average	5.2	4.8	5	3	1.8	0.6	0.2

# Highlight Key Data Points

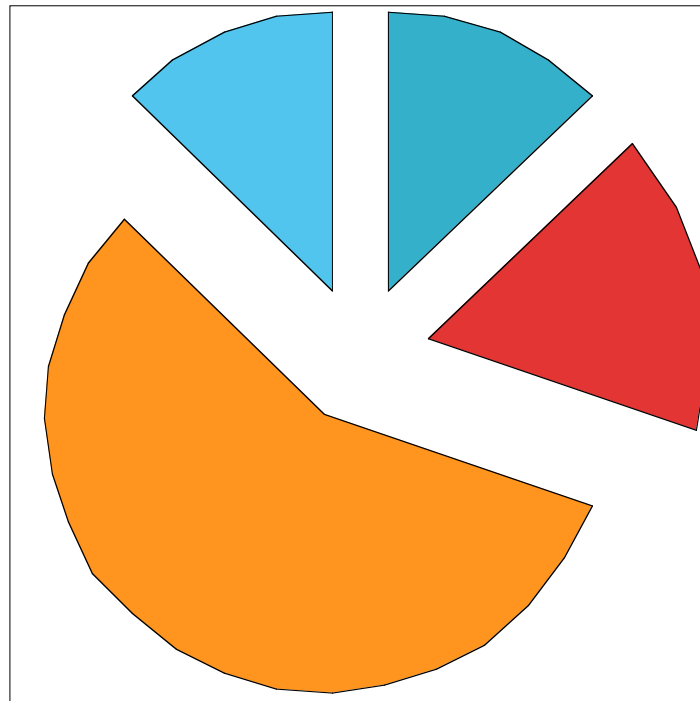
Early Bird Gets the Worm

Sparrows can catch worms late in the day

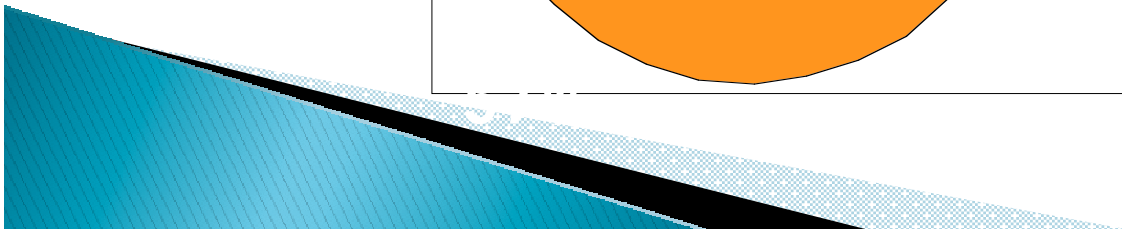
	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM
Robin	10	9	9	5	3	2	0
Sparrow	7	7	6	4	3	1	1
Pigeon	6	5	5	3	2	0	0
Eagle	3	3	3	2	1	0	0
Ostrich	0	0	2	1	0	0	0
Average	5.2	4.8	5	3	1.8	0.6	0.2

# Pie Charts Display Proportions

## My Quarterly Budget



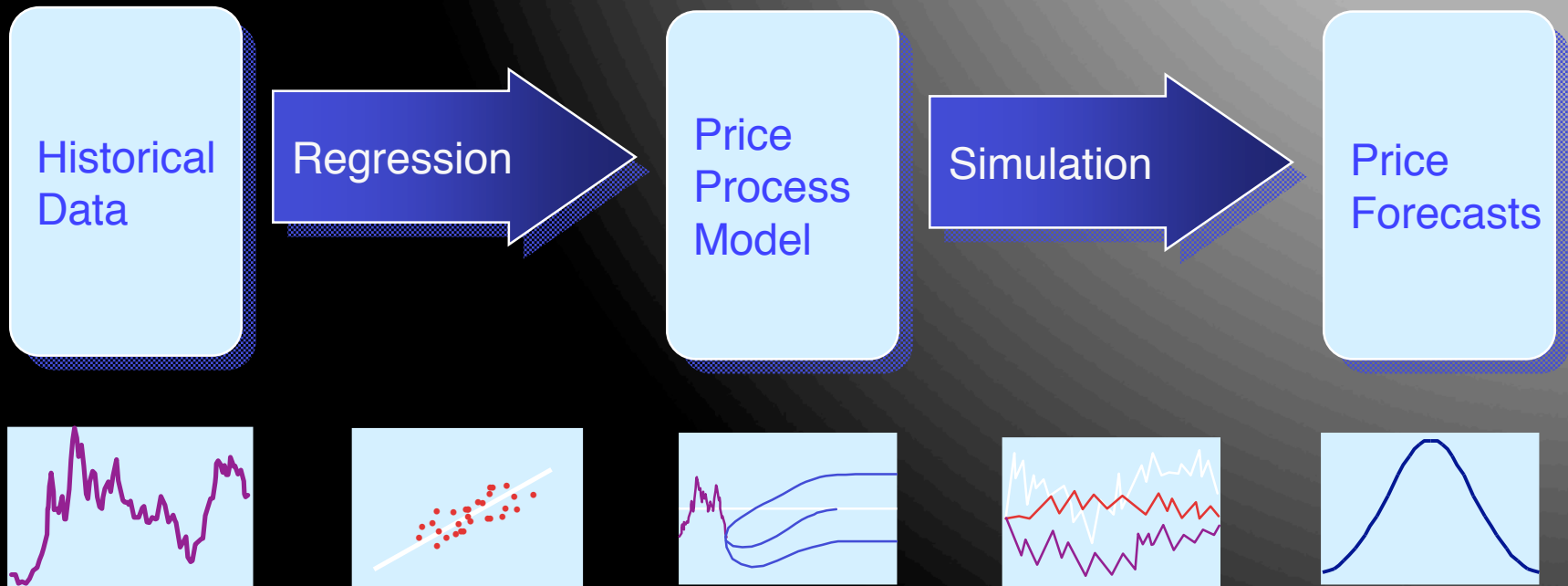
- Food
- Rent
- Tuition
- Fun



# Diagrams Break Down Objects Into Their Component Parts



# Use Animation to Illustrate Processes

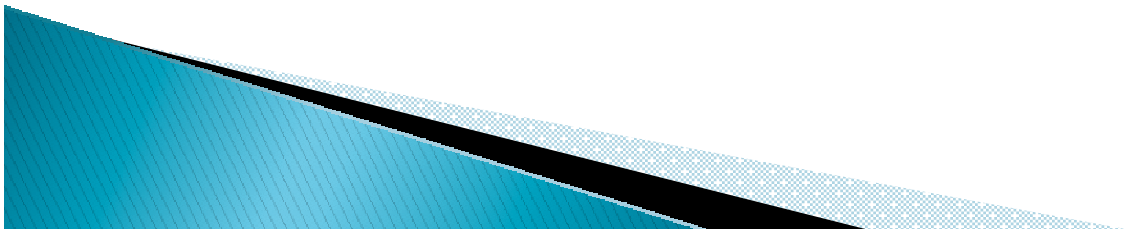


# Avoid Distractions

Use builds sparingly

Minimize or eliminate clip art

Use animation carefully





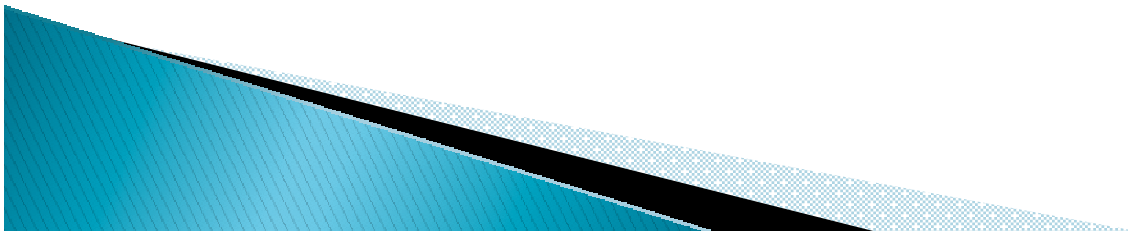
# Effective Visual Aid Use

Define

Design

Deliver

# Questions?



**Please remember that I am here  
to help!**

**Make appointments with me to  
practice your presentations**

