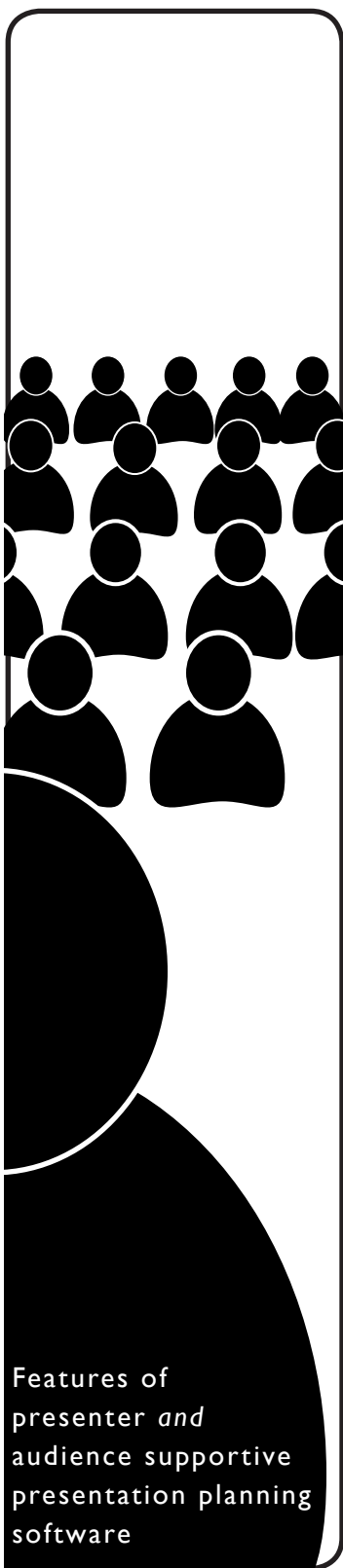


Prepare • Project • Present

Using Technology to Encourage Effective Presentations



Features of
presenter and
audience supportive
presentation planning
software

Know the Audience

Teachers do not always take students into account (A2-7)

The best preparation for any presentation is audience research (AG9)

"It's not what you say, it's what the audience is ready to hear" (AG10)

Who will be in the audience?

What do they know or believe that can be built on or has to be overcome?

By the end of the presentation, what should the audience have learned? What should they feel? What should they do?

Identify Key Messages

When planning, find main ideas first (To2-1)

Students learn more when less is presented (Mayer, 2001)

Identify 3-4 most important points

Do not go into too much detail; leave the audience wanting more

Relate Messages to the Audience

Humor, statistics, images, and exercises aid memory (AG14, CA11, AG15)

Slides should reinforce speech (AG11)

Stories help relate to the audience (C6, To1-4, CA10, C9)

Be creative when planning teaching devices

Utilize statistics, visuals, stories, and presenter-audience interaction

Encourage users to try new ideas

Prepare a Written Evaluation

Feedback today is based on a "feeling" (To3-11)

The best way to know if you've presented successfully is to use evaluations (AG19)

Goal: audience should be able to recall main points

Ask about the clarity of the message, relevance of material, presentation length, quality of visuals & handouts, and skills as a speaker

Prepare Education Techniques

Goal should be high audience attention at all times (Goodman, 2006)

Text-based slides can hinder information retention (Mayer, 2001)

Audience expects PowerPoint presentations to be boring (To3-3)

"There is no formal research basis for the way we present today." (CA8)

Aim to help audience stay interested and retain the main points

Look at PowerPoint slides as one of many tools

Use images or video more than text

Audience interaction and stories are encouraged

Use illustrative photographs and well-designed graphics for visual explanations

Make Notes or Notecards

Many use PowerPoint simply to aid memory (Many sources)

Create and use text-based notes to aid memory

Create Take-away Materials

Handouts are nice to give out, but copies of slides are not sufficient (To3-8, C3, AG16, AG17)

Take-away materials divulge the details that should not be "squeezed in" to the presentation

Include contact information

Practice

Practice is vital (M. Atkinson, 2004)

Practice helps turn text into speech (M. Atkinson, 2004)

Practice presentation with coworkers, or anyone who will give honest feedback

Present in front of the mirror

Present Your Information

Gesture, tone, and volume matter (To2-4, M. Atkinson 2004)

Time is of the essence (Goodman, 2006)

Use hand and body gestures, as well as facial expressions and volume changes

Consider using less time than is allotted

Evaluate Your Presentation

Relief hinders presenters from doing honest assessment

Study audience evaluations to understand how presentation was received

Plan changes for future presentations