

Suggestions for Developing and Presenting Speeches with PowerPoint

There are many different types of PowerPoint presentations. Already Bridgette has set forth a PowerPoint presentation suitable as an overview, such as for use at a civic group's luncheon meeting or a house party. A longer PowerPoint presentation, consisting of 20-40 slides, might be undertaken for a 45-minute presentation.

Here's some general presentation tips, some of which relate to the use of PowerPoint:

1. General Guidelines on Presentations to Groups

- ...a. Storyboard the presentation. Put entire presentation up on walls. Ask for each element - "so what"
- ...b. Which conclusions need further support?
- ...c. Look at it from perspective of your audience

2. Types of charts to utilize

- ...a. Percentages of total: pie charts
- ...b. Ranking of items: vertical bar chart
- ...c. Time Series - column or line charts
- ...d. Frequency - column or bar charts
- ...e. Correlation - bar or dot charts

3. Text visuals (text after text)

- ...a. Distracts attention from the speaker
- ...b. Don't read the text displayed - insults the audience
- ...c. Don't stay quiet while others read (many slow readers exist)
- ...d. OK only with: preview of presentation; grouping ideas or recommendations

4. Much better is - One Page Per Point

5. Edit, edit, edit - shorter the text, the better. Just use key words, not a whole sentence, to convey a point.

6. PowerPoint's transitions should not be overused, but select use can enhance a point.

7. During a presentation, never defer answering a question

- ...a. Welcome the interaction and the involvement
- ...b. In Powerpoint, it is easy to skip to a slide. Take with you a print-out (6 per page) of all slides, so can easily reference where to jump to
- ...c. Listen to the question asked. Pause after the question is asked; think about the answer; and answer only the question that's been asked
- ...d. Only exception to deferring a question: "Let me give you a short answer now, and I'll provide some more detail later."

8. Rehearse, rehearse, rehearse

- ...a. Audio record yourself
- ...b. Video record yourself, if available
- ...c. Do a practice presentation in front of family or staff