Effective Oral Presentations Using Slides/Visuals

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Writing Program
Effective Oral Presentations

- What is an effective oral presentation?
- Why use slides and other visuals in a presentation?
  - What are the benefits?
  - What are the problems?
Making an Effective Presentation

- **Plan** the presentation.
  - Be creative.
  - Use slides and visuals effectively.
  - Vary the activities.

- **Practice** the presentation.
  - Be well prepared.
  - Work on delivery.
  - Avoid distractions.
Planning the Presentation

- Consider the —
  - Purpose and audience
    “Convey findings in a way that requires interaction with and response from the students.” (Dr. Bliss Assignment)
  - Setting—classroom, set-up, desks
  - Amount of time
Planning the Presentation

- Develop an overall plan—
  - Content
  - Presenters
  - Organization
  - Activities
  - Slides
  - Other visuals
Planning: The Introduction

- Introduce the topic.
- Capture the audience’s attention.
  - Begin with slides.
    - Give overview of presentation.
    - Highlight important points.
  - Begin with activity and then use slides.
Planning: The Body

- Choose a logical sequence.
- Fit parts together and provide transitions.
- Integrate slides into presentation.
Planning: The Closing

- Provide a strong closing.
- Summarize important ideas.
- Do not say, “Well, I guess that’s all I have.”
Creating Effective Slides

- Use slides to—
  - “guide” audience through presentation, **not** as a script to read;
  - emphasize important ideas; and
  - signal shifts in presentation.
Using Slides Effectively

- Three basic concepts:
  - Simplicity
  - Consistency
  - Usefulness
Creating Effective Slides

- Make slides easy to read:
  - Use **large** font and good **contrast**.
  - Keep text **simple** (bullet points).
  - Include **three to five** points on a slide.
  - Avoid **distractions**.
What distracts The Audience?

- Changes in Slide design: format, colors, fonts, background
- Useless animation
- Unnecessary bells/whistles
- Errors of any type
You want to be very careful about having too much text on the slide because the audience will not be interested in the text and it will be distracting for them if you read it while they are also trying to read it. You also want to be careful about the font hat you use because some fonts are difficult to see on the screen. The size of the font is also important; be sure that the audience can easily see the font on the screen. You will only be able to determine this by practicing in the setting where you will give the presentation.
DISTRACTING SLIDES

- Mispelled words
- Using Animation with No Purpose
- Visuals that do not compliment the text
- Why are these two lists side by side?

- Using headings that aren’t parallel
- Headings that aren’t helpful.
- Start one item in the list with a verb and another with a noun.
Changing Format

- How do you respond to the new look of the slide?
- What other distractions have you ever seen in slides or presentations?
  - Equipment failures
  - Lack of preparation
  - Problems with delivery
Practicing the Presentation

- Practice the presentation.
- Practice with the equipment.
- Work from an outline.
- Get feedback from sample audience.
- Work on delivery:
  - What is important?
Effective Delivery

- Be well prepared.
- Have good eye contact.
- Speak loudly and project your voice.
- Speak at a good rate—avoid speaking too fast or too slowly.
- Vary your voice and work to control nervousness.
Avoid Distractions in Delivery

Chewing gum
Using annoying gestures
Reading the presentation
Using filler words repeatedly—
   “like,” “um,” “you know”
Talking among group members
Using distracting mannerisms
Presenting Effectively

- Planning
- Practicing
- Delivering a well-prepared presentation
“Well, I guess that’s all I have to say about oral presentations unless you have any questions?”
Questions?