

# Optimizing Your Presentation Skills

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## Objectives

- Understand components of a good vs. bad lecture
- Presentation preparation
  - Optimize word slides
  - Optimize images
- How to give an effective presentation

## What makes a bad lecture? “lecturalgia”

- Run over time/too much content
- AV failure
- Lack of enthusiasm
- Unprepared, apologetic

## Learning Objectives

- Create outcomes first
- Turn them into objectives for lecture or course
- Content is based on the purpose and objectives
- Based on the learners needs

## KISS

Keep

It

Simple

Stupid

## Presentation Preparation

- KISS--Rule of 6
- Font size
- To serif or not to serif
- Fill slide with image
- Animations

## Font Size 72

- This is 24 font
- This is 32 font—Powerpoint default
- This is 36 font
- This is 40 font
- This is 44 font—Powerpoint Title
- This is 48 font
- This is 60 font

## To Serif or not to Serif

- This is a serif font
- This is a non-serif font

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## Presentation Preparation

- effective color scheme
- fill slides
- no distracting animation, but--
- can allow you to lose the laser pointer
- check spelling and grammar
- optimize contrast of images

## Avoid Distracting Background Designs

## Avoid bad color schemes

- Red and green-- 8-12% European males colorblind

## Slide Transitions

- Can be effective

## Slide Transitions

- Can be very distracting

Regain audience attention  
every 15-20 minutes

## Giving the Presentation

- Rehearse!
- Emphasize 2-5 key points
- Be entertaining—anecdotes, cartoons
- Use effective/appropriate body movements

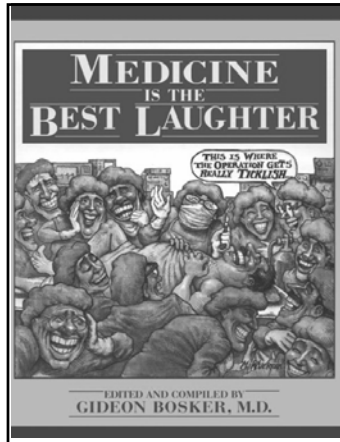
- Use humor or anecdotes when appropriate

## Humor

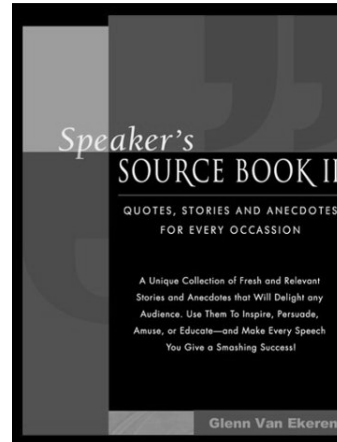
- Builds rapport
- Humanizes the speaker
- Diffuses tension
- Relieves boredom
- Makes a point
- Memorable

## Humor

- Avoid:
  - Profanity
  - Race, sex, religion
  - Put-downs (unless self-directed)



Bosker G.  
Medicine is the  
Best Laughter.  
Mosby-Year  
Book, Inc. St.  
Louis, 1995



Van Ekeren, G.  
Speaker's  
Sourcebook II:  
Quotes, Stories, &  
Anecdotes for  
Every Occasion.  
Prentice-Hall, Inc.  
New Jersey

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*The greatest use of life is to spend it  
for something that will outlast it.*

**William James (1842 - 1910)**

### Giving the Presentation

- Speak professionally and with confidence
- Slow down-don't be "marathonic"
- Pause to incorporate cine images
- Logical organization, practical, appropriate, unbiased

- Rehearse!
- Be completely familiar with the content and organization of the slides

### A-V

- Test in advance
- Know the podium
- Don't stand between audience and screen

## Giving the Presentation

- Make eye contact, smile
- Speak in conversational tones and pace, with enthusiasm/passion
- Speak directly into the microphone/Lavalier
- Incorporate pauses



## Speaking Voice

- Lower, relaxed voices-- credibility
- Higher pitched, faster delivery-- tension

## Eye contact

- Dependent on audience size
- 2 - 3 seconds is ideal
- Never > 7 seconds
- Not over their heads



- Speak loudly enough that everyone in the audience can hear

## Giving the Presentation

- Get out from behind the podium
- Use a wireless mouse
- Interact with audience

*Tell me and I forget.*

*Show me and I remember.*

*Involve me, and I understand.*

*--Chinese proverb*

## Giving the Presentation

- Follow time limits—it is a contract
  - If engaging, ask permission to continue
  - give permission to leave



## Avoid Fillers

- “um”
- “er”
- “ya know”

Record yourself

## Draw on the Screen

- “Ctrl p” turns the cursor into a pen
- “Ctrl a” to arrow
- “Ctrl e” to erase

## Conclusion

- Develop an appreciation for what causes lecturalgia and how to Rx
- Begin with learning objectives
- Optimize the appearance of your slides
- Prepare your delivery to be effective
- 3-5 learning objectives only