

Expert_Speaker_Coach

Contents

- Use Microsoft Powerpoint Speaker Coach..... 3**
 - PowerPoint Speaker Coach..... 3
 - Speaker Coach Rehearsal Report Definitions.....4
 - Best uses for Speaker Coach.....4

Use Microsoft Powerpoint Speaker Coach

Microsoft Powerpoint is not only used to create slide decks, but also provides tools for users to improve their presentation skills, such as Speaker Coach. Speaker Coach records a user's presentation to evaluate the presenter's pacing and pitch while detecting wordiness, use of filler words, informal speech, or culturally sensitive terms. Speaker Coach can also detect if the presenter is reading word for word from their slide deck.

Users must give permission to share their screen and microphone with Speaker Coach. Speaker Coach is compatible with Microsoft Edge version 15 or later, Chrome version 52 or later, and Firefox version 52 or later. Speaker Coach is currently only available in English.

1. Log into Microsoft Powerpoint (on desktop or app?).
2. Open the presentation slide deck that you want to practice with.
3. Click on the **Slide Show** tab.
4. Check that you are on the first slide in the presentation.

Note: Ensure that Speaker Coach has access to the screen and microphone before beginning.

5. Click the **Rehearse with Coach** button to begin.
6. Complete the presentation by speaking out loud and going through the slides.
7. Click **ESC** on the keyboard when finished to exit Speaker Coach.

Note: Your **Rehearsal Report** will be generated.

Note: Screenshot the **Rehearsal Report** to save your evaluation as PowerPoint does not save the report.

PowerPoint Speaker Coach

Whether you are engaging in a discussion, giving reports, or presenting material, presentation skills are critical. Speaker Coach is a tool in Microsoft's PowerPoint software and can assist in enhancing your presentation skills. Speaker Coach uses AI that has been trained to understand what a good presentation sounds and looks like. By using your device's microphone Speaker Coach can provide real-time analysis of a speaker's communication style to help them present information more effectively.

When giving a presentation it is important to maintain an appropriate pace and avoid filler words to help your audience easily follow your message. This in turn can enhance your credibility as a speaker, and prevents distractions that can detract from the core points conveyed. Speaking too quickly or using excessive "ums" and "ahs" can make you appear unprepared, nervous, and can make it hard for the audience to understand your message. Speaker Coach can help you improve your presentation skills by providing real-time feedback on your delivery. This includes feedback on pace, pitch, and word choice. When you speak, you may use words and phrases repetitively without being aware, but may be obvious to your audience. Speaker Coach helps you identify these words and phrases so you can avoid overusing them. It does this by using a database of around 200 common words and phrases, then counts how often you use the words or phrases. If you use them too often, you will see feedback in the Repetitive Language section of the Your Rehearsal Report screen. Strategies like this utilize real-time suggestions to improve speech content. By improving the clarity and conciseness of your content, you can enhance the overall impact of the message you are delivering. Addressing Pace and Timing Issues Speaker Coach provides feedback on speeding up or slowing down the timing and pace of your delivery. It is designed to monitor your pace and share pacing suggestions to help your audience better understand and recall what you're saying and delivers a private report with statistics and suggestions for improvement. Leveraging your pitch and tone can impact the audience's engagement. Varying the pitch and tone can impact audience engagement because it adds an emotional depth to your communication, allowing you to emphasize key points, convey different emotions, and keep your listeners actively involved rather than becoming bored by a monotonous delivery. Integrating Speaker Coach into Presentation Practice Incorporating Speaker Coach into your regular rehearsal routine allows you to utilize feedback to make improvements and progress in your presentation skills.

Speaker Coach Rehearsal Report Definitions

Speaker Coach delivery feedback.

Pace	Monitors speed pacing suggestions that help increase audience recall and comprehension.
Filler Words	Highlights frequently used filler words like "um" and "you know."
Pitch	Listens for monotone pitch.
Pronunciation	Isolates indistinct pronunciation or mispronunciation.
Originality	Calls out instances when reading directly from a slide.
Inclusiveness	Discovers when language is not inclusive in areas like disability, gender, and race.

Best uses for Speaker Coach

Best practices to get the most out of your Speaker Coach rehearsal report.

Technology only understand English	Works best with only one speaker at a time.
Technology will improve as it is used more.	Pace, pitch, filler words, pronunciation, originality, inclusiveness, speech refinements, repetitive words, body language. Rehearsal report.
Will not add timing elements to slideshows.	Relax and speak slowly and clearly.
Pause if needed, it will not adversely affect your report.	