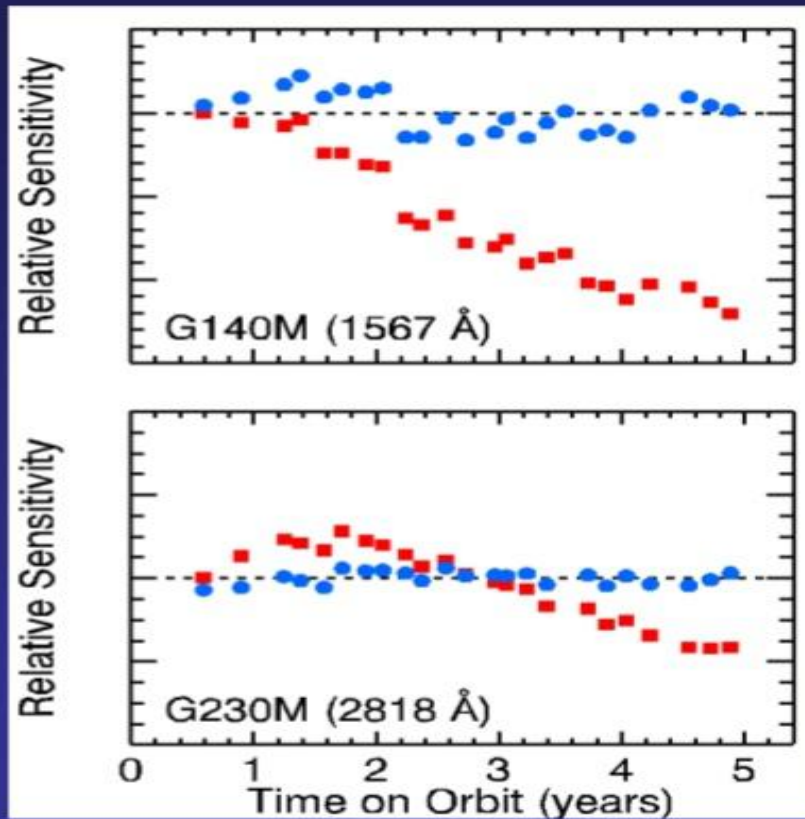


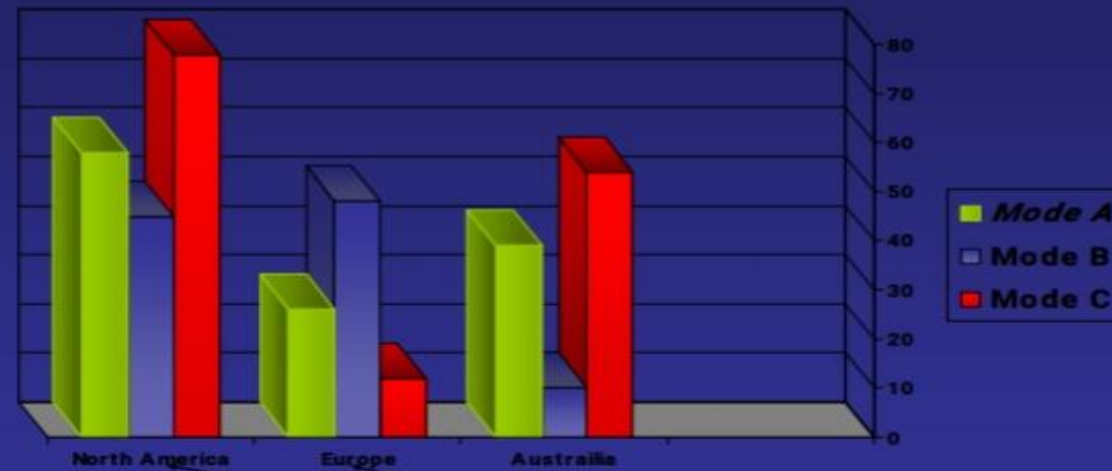
Good Graph

These are examples of good graphs, with nice line widths and good colors.

Do !

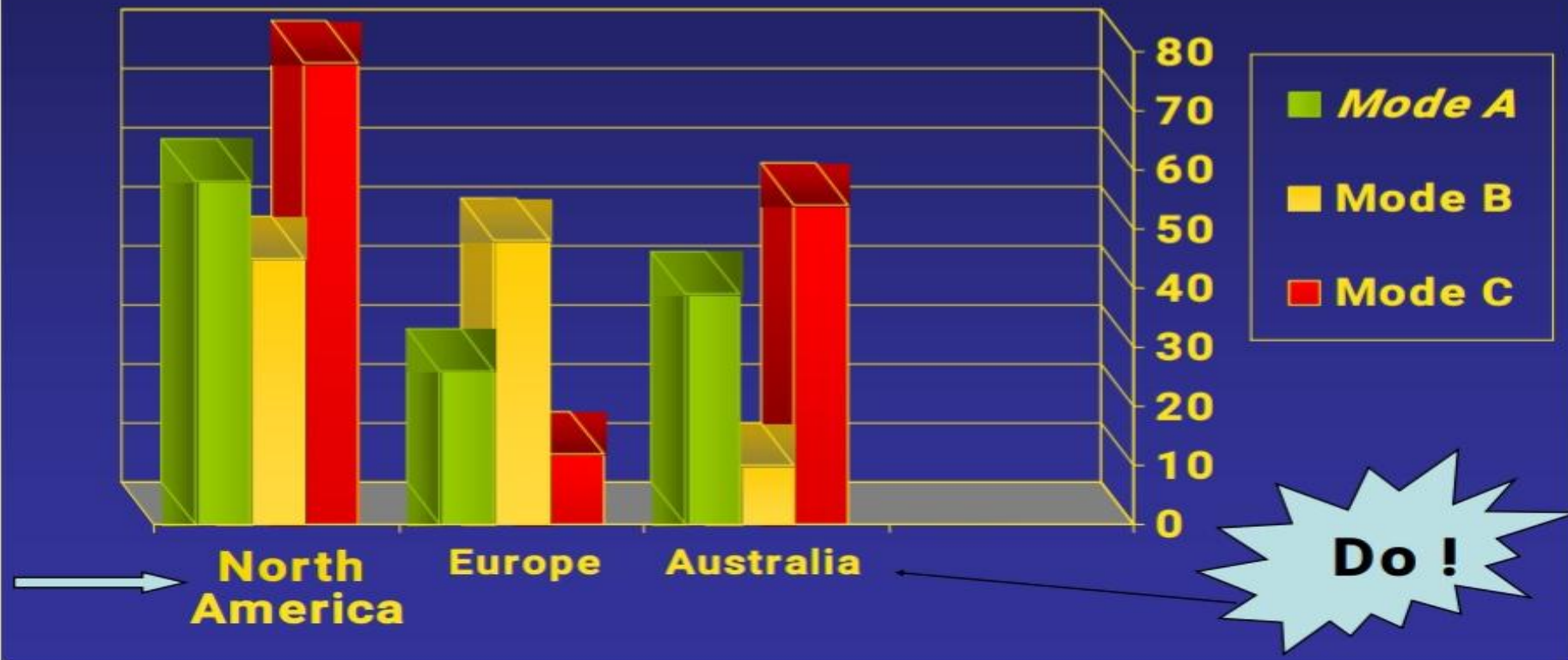


Charts and Graphs



Don't

Charts and Graphs




*You should use _____ and graphs as
visuals for data*

a) Spreadsheets

b) Tables

c) Charts

This is a good, readable table. Tables, especially large ones, should be placed on a separate slide.

4/19 Fri	109	NICMOS restarted, Ne-loop control continues
4/22 Mon	112	Change to mount  control
4/23 Tue	134	Return to Ne control, Filter wheel test begins
4/24 Wed	155	Increase control temperature to allow for +2 K variations
4/25 Thur	165	Begin darks every 3rd orbit
4/26 Fri	174	DQE test visit 1; Control temp +0.5 K

Which of the following is not an easy to read font?

- a) Segoe Script*
- b) Times New Roman*
- c) Verdana*
- d) Arial*

Illustrations

- Use only when needed, otherwise they become distracters instead of communicators
- They should relate to the message and help make a point
- Ask yourself if it makes the message clearer
- Simple diagrams are great communicators





What is the biggest problem with this slide?

- a) The text is too small*
- b) The colors make it hard to read*
- c) The typeface is inappropriate*
- d) Nothing, it's fine*

Bullets

- Keep each bullet to 1 line, 2 at the most
- Limit the number of bullets in a screen to 6, 4 if there is a large title, logo, picture, etc.
 - This is known as “**cueing**”
 - You want to “**cue**” the audience on what you’re going to say
 - Cues are a a brief “**preview**”
 - Gives the audience a “**framework**” to build upon

Bullets (con.)

- If you crowd too much text, the audience won't read it
 - Too much text looks busy and is hard to read
 - Why read it, when you're going to tell them what it says?
 - Our reading speed does not match our listening speed; hence, they **confuse** instead of **reinforce**

Why should you keep text to a minimum on slides?

- a) So the focus is on you as the speaker*
- b) To help make your presentation longer*
- c) So the pictures are easier to see*
- d) To make sure the audience can read everything you have to tell them*

Points to Remember

Do not do this!
Limit Bullet Points
To a few words

- Limit each slide to 1 idea
- Limit each bullet point to only a few words to avoid long sentences that go on and on!
- Limit animation – Too much animation can be distracting. Be consistent with animation and have all text and photos appear on the screen the same way each time. There are many animation modes to choose from, but it is best to use just one throughout.

Points to Remember

- Keep bullet points brief
- Use the same background for each slide
- Use dark slides with light colored text in large hall events



Do!

*Information in your presentation
should be organized.*

A) True

b) False

Limit Animation !

- Use the same animation throughout the entire presentation
- Using more than one can be very distracting
 - The audience will only see the animation and not the message you're trying to get across



You should always add pictures to your presentation even if it doesn't have anything to do with your presentation.

False

True

YOU



- Do not use the media to hide you
- The audience came to **SEE** you
- The media should **ENHANCE** the presentation, not **BE** the presentation
- If you're only going to read from the slides, then just send them the slides!
- Remember, only you can prevent
"Death by PowerPoint"

Presentation Style:

It is important to remember that How you present is as important as what you present.

- ✓ Be yourself, relax, and practice some deep breathing techniques*
- ✓ Sound conversational and enthusiastic;*
- ✓ Use key phrases in your notes so you do not have to read them;*
- ✓ Try to use your slides more than your notes;*
- ✓ Vary volume;*

When giving a presentation in front of an audience you should do all of the following except for:

- A. Speak loud and clear*
- B. Provide handouts if needed*
- C. Dress professionally*
- D. Look at your screen and not the audience*

- *Don't be afraid of some silence and do not use fillers such as "um";*
- *Nervousness is usually invisible, most people will not notice small changes in your voice or occasional mistakes;*
- *Use body language effectively (e.g., establish frequent eye contact with the audience);*
- *Concentrate on the message;*

The highest authority in the room, regardless of where they are

- a. The entire audience*
- b. The people in the closest rows*
- c. Your best friend in the room*

- *Begin with a slow, well-prepared introduction and have a confident and clear conclusion;*
- *Make eye contact with your audience*
- *Don't read your slides (assume your audience is literate!)*
- *Conclude by repeating your main points you covered during the presentation.*
- *Thank the audience. Show them your appreciation. Show them you want to be there.*
- *Practice, practice, practice.*

When presenting, your poise should be:

- a) nervous and angry*
- b) confident and relaxed*
- c) annoyed*
- d) shy*