**Working with slides: rules of thumb**

It is important to remember that slides are not wallpaper or just pictures — rather, they are tools designed to help both the speaker and the audience. Slides accompany the presentation to draw the audiece’s attention and single out key points. However, the speaker should not read the content of the slide from the screen as it prevents establishing an eye-contact with the listeners. Do not forget that the slide being demonstrated ought to be related to the point made.

The table below contains the phrases frequently used while working with slides.

|  |  |
| --- | --- |
| **Function** | **Language possibilities** |
| Preparing audience for visuals | On the next slide you will see …..  My next slide shows ….  To illustrate this I’ll show you…  I have a slide which shows… |
| Drawing audience attention | As you can see from this slide….  Here we can see…  Take a look at…  Let me just show you… |
| Explaining a visual | First, let me quickly explain…  You can see that…  The figures in this table show…  If you look at the top right-hand corner…. |
| Emphasizing important information | Let’s now have a closer look at…  I’d like to stress the following point…  I’d like to emphasize ….  What is really important/ interesting… is…  I’d like to focus your attention on…. |

**How is working with slides assessed?**

The highest point of 1 for working with slides is awarded if the following rules are observed:

1) the first slide shown at the beginning of the presentation provides an outline of the presentation;

2) the subsequent slides are changed in accordance to the content discussed (i.e., each slide illustrates the information the speaker is presently dealing with);

3) the speaker draws the audience’s attention to images, graphs, schemes which illustrate the points important for the presentation using appropriate phrases (as given in the above table);

4) the speaker follows the TTT principle:

**Touch –** indicate what is relevant on the slide

**Turn back** to the audience

**Talk** to the audience and not to the screen or the wall

5) the speaker uses a pointer or a pen (a pencil etc.).

If one of the rules is neglected, 0.5 point is subtracted from the total score of 1. In case two or more rules are ignored, the speaker gets total 0.