

COE3200
ASSIGNMENT 05

Name: G. S. A. M. E. W. L. B. Egodawe

Registration Number: 524654478

Name: G S A M E W L B Egodawe
Reg. No: 524654478

COE3200 Communication Skills for Computing

Assignment 5 - How to Create a Good PowerPoint Presentation and Be a Good Presenter

1. How to prepare a good PowerPoint presentation.

The color combination of the text and the background must be easily distinguished. The decorations on each slide must not be disturbed to read. The background color can be light if the text is dark and vice versa. The font is readable easily. Using long sentences loses attention and comprehension. Sentences must be as short as possible and up to the point. Text size must be large enough to read from a distance. Attractive high-resolution images to convey points motivate and entertain the audience to stay active. Videos and audios make the whole presentation meaningful and interesting. The number of slides cannot be exceeding or lacking but align with the length of the presentation as such one minute per slide is adequate. Plagiarism breaks the overall quality. MS Office suite is to be up to date. Having read relevant research papers and books facilitate the content of the presentation.

2. Way of being a Good Presenter

The presenter should never reiterate text on slides. The gist of each slide needs to be extracted and explained with simple terms to facilitate comprehension. The knowledge and experience in the field of expertise must be well grounded. The voice must not be monotonous but with intonation. The slow pace of voice for easy comprehension is necessary. Laser pointers make the audience more focused to detail on slide. Two-way communication empowers the presentation to be meaningful. Professionalism inherits formal attire. Pacing side-to-side on the stage covers the entire attention of the audience. Quality audio setup to volume up the voice is required. Preparation as to organize the delivery and saying out loud make easy and confident to perform. The research beyond the limit of presentation theme utilizes to react at audience request out of scope. Habits such as listening to others and reading skills cause being a good presenter in general.

Word Count: 300

1. *What did you learn?*

Research prior to the presentation is necessary. Reading only text on the slide makes the audience bored. The ideas need to be explained in simple words coherent way. The audience must be attentive to the presenter or make them attentive by making a simple joke if not. The language most familiar to the audience maximizes engagement.

2. *What are the challenges that you faced?*

It made me hesitant to speak up in front of people. The things that needed to be said have been forgotten. Time management was hard. The questions raised by the audience were out of preparation. Converting thoughts into words was confusing and numb. The tone of voice to be confident was difficult to handle. Mind was blank at times what to say next.

3. *How will you improve next time?*

Prior research enhances the quality of presentation. Having knowledge beyond the limit is a must. Verbal delivery needs to be well structured and practiced by recording thus the errors reduced. Being yourself is more attractive than mimicking. The dress code is formal attire. Asking questions to understand the audience's level of familiarity is required.