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**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.

1. *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?*

I learned a better way of presenting my ideas and developing a good PowerPoint presentation.

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

Going in front of an audience and speaking were difficult at first.

1. *How will you improve next time?*

Doing research and being knowledgeable in the discipline make it easier to do the presentation.