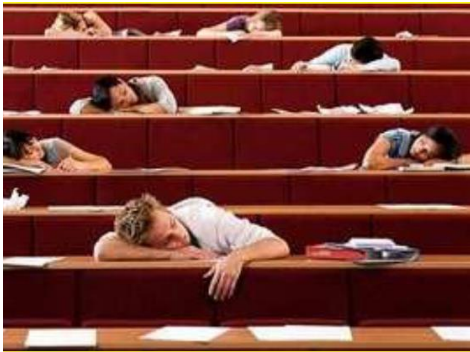


Presentation skills

AKA: How to avoid 'death by Powerpoint'



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Outline

I. Design: clear, interactive & engaging presentation

II. Prepare: write, edit & rehearse presentation

III. Present: with poise, posture & pace

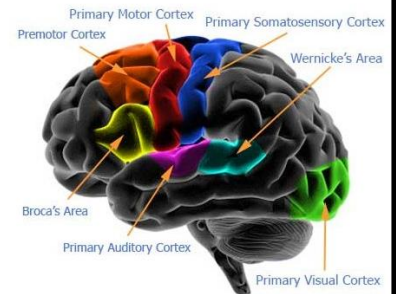
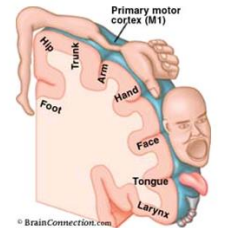


Ia. Design to engage

- Clean, uncluttered slides
 - White background permits room lights & reduces eye strain
 - As few words as possible
 - Readable font size
 - Color key words
- At least one RELEVANT image per slide

IIB. Stroke Pathology

- Hemiparesis or paralysis
 - Contralateral to affected brain area
- Aphasia (language difficulties - MCA)
 - e.g., Damage to Broca's (speech) or Wernicke's (comprehension) areas
- Cognitive changes
 - Hemi-inattention
 - Behavioral changes
 - Depression



Ib. Design to be clear

- Control the pace with number of slides
 - 1 slide per minute for science (max)
 - 1 slide per 2-3 minutes for teaching (< if interactive)
- Use animations deliberately & sparingly
 - 0.5s fades are most pleasant
 - Avoid gaudy animations & clip-art!!!



Ic. **Design** for seamless continuity

- **Embed** movies to avoid leaving presentation
- **Start** movies with next slide to avoid 'mouse hunting'
- If must leave presentation, use **Alt+TAB**
 - Close unnecessary windows

**Reaching Task
(Unstimulated Animal)**

Outline

I. Design: clear, interactive & engaging presentation

II. **Prepare**: write, edit & rehearse presentation

III. Present: with poise, posture & pace



Ila. Prepare by writing presentation

- Write down what you will say
 - Bullet points for teaching/informal talks
 - Word-for-word for research/important talks

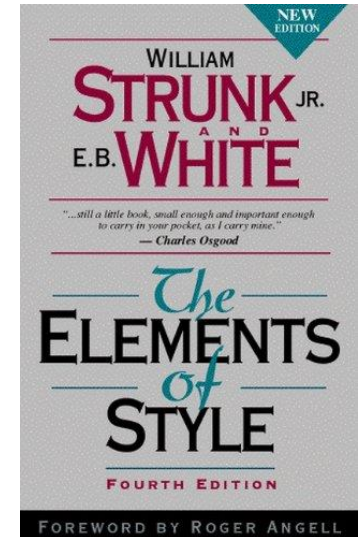
- Transitions bridge between slides

- [Trans]: How does this physiology inform clinical practice?
- [Trans]: To explore why this trend exists, we performed the following experiment.
- If transition is difficult – reorder slides



IIb. Prepare by editing your words

- Edit to the fewest words needed to be clear
 - “Be clear, be brief, be done”
 - Strunk & White (\$0.99-8.49)
 - Use active voice
 - Omit needless & fancy words
 - Avoid qualifiers
 - Put statements in positive form
- Continue to edit with each read-through & practice talk



IIc. **Prepare** by Rehearsing your talk

- Practice, practice, practice
 - **Out-loud** (for timing & motor memory)
 - **Edit** written script with each practice
 - From memory (do **not read script** near end)
 - Immediately before sleep and first thing upon waking
 - **Standing** with pointer gestures, remote, shortcuts
 - In front of an **audience** providing feedback



Outline

- I. Design: clear, interactive & engaging presentation
- II. Prepare: write, edit & rehearse presentation
- III. **Present**: with poise, posture & pace



IIIa. Present with poise

- Create a confident presence
 - Body Language communicates _____ % of message
 - Tone of voice communicates _____ % of message
 - Words communicate remaining _____ % of message

IIIa. Present with poise

- Create a confident presence
 - Body Language communicates ~81 % of message
 - Tone of voice communicates ~12 % of message
 - Words communicate remaining ~7 % of message
- Eliminate word ticks, repetitive movements, etc.

IIIa. **Present** with proper posture

- Posture as if 'suspended by a string'
- Use remote to allow 'working the room'
- Steady hand (on laser pointer)



IIIb. Present with proper pace

- Speak with a relaxed & comfortable pace
 - Goal is to communicate ideas & promote retention
 - Listen to newscasters for example



- Use the 'power of silence'
 - Pause for emphasis & between sections



Additional presentation tips

- Know our audience
- (Over) dress appropriately
- Pre-view room & test AV equipment
- 3s eye contact (don't read notes)
- Prepare for (under) time limit
- Speak slowly (never rush through)
- Don't comment on mistakes



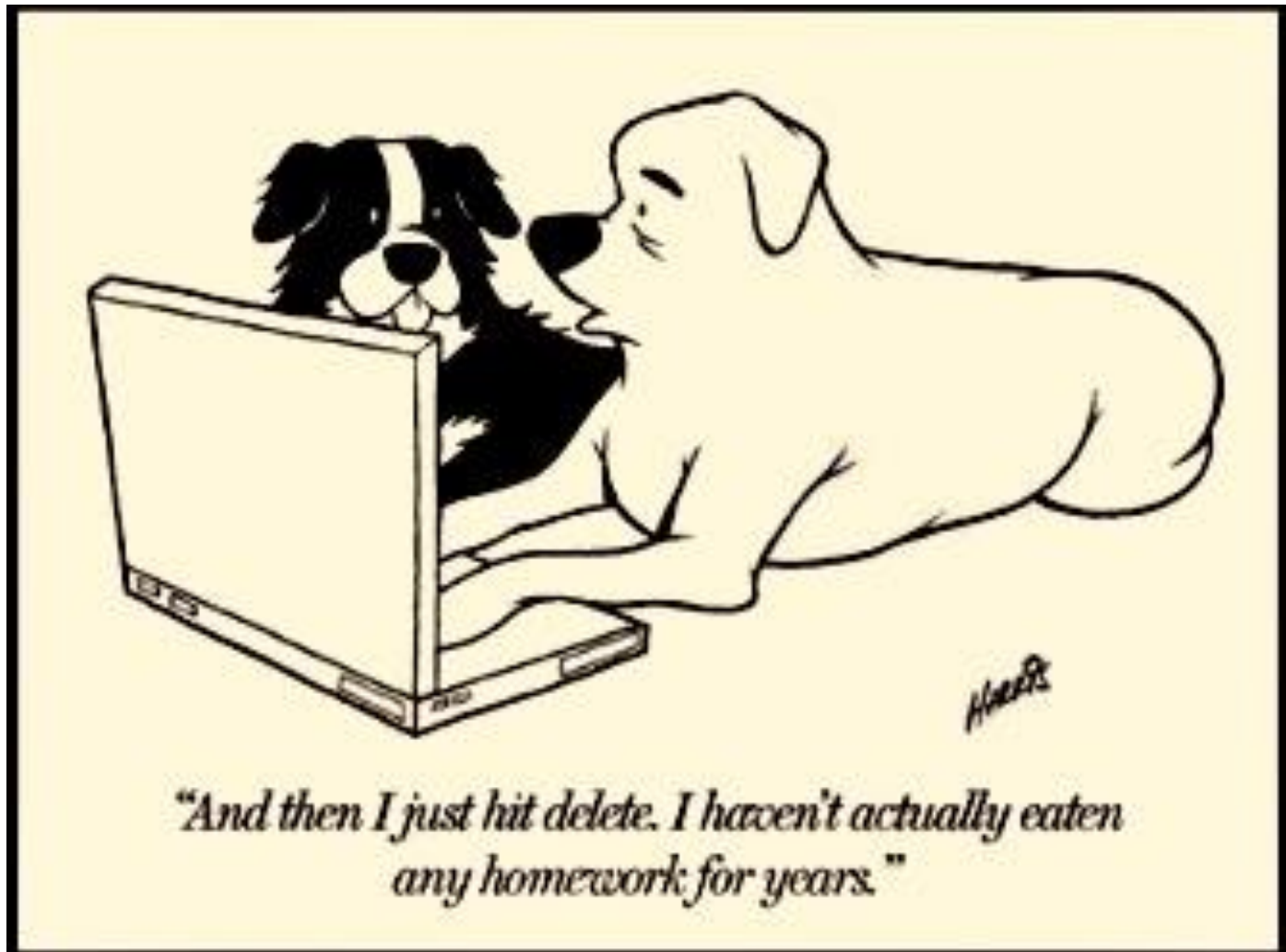
Summary

- I. **Design:** clear, interactive & engaging presentation
 - Lecture is outmoded, recruit audience participation
- II. **Prepare:** write, edit & rehearse presentation
 - Revise for clarity & brevity, then practice until comfortable
- III. **Present:** with poise, posture & pace
 - Own the room, stand tall & channel a newscaster



Some notes specific to teaching
presentations follow

Use humor to lighten the mood
(cartoons are great if on topic)



Slide Show Help



General

Rehearse/Record

Media

Ink

Slide show navigation shortcuts

'N', left click, space, right or down arrow, enter, or page down

'P', backspace, left or up arrow, or page up

Right mouse click

Number followed by Enter

Esc, Ctrl+Break, or '-'

Ctrl+S

'B' or '.'

'W' or ','

'S' or '+'

'H'

Hold both the Right and Left Mouse buttons down for 2 seconds

Ctrl+T

Ctrl+H/U

Advance to the next slide

Return to the previous slide

Popup menu/Previous slide

Go to that slide

End slide show

All Slides dialog

Blacks/Unblacks the screen

Whites/Unwhites the screen

Stop/Restart automatic show

Go to next slide if hidden

Return to first slide

View task bar

Hide/Show arrow on mouse move

OK