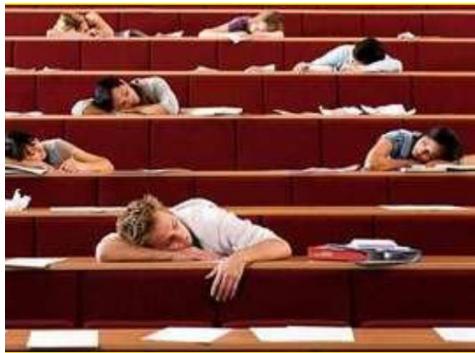


# Presentation skills

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

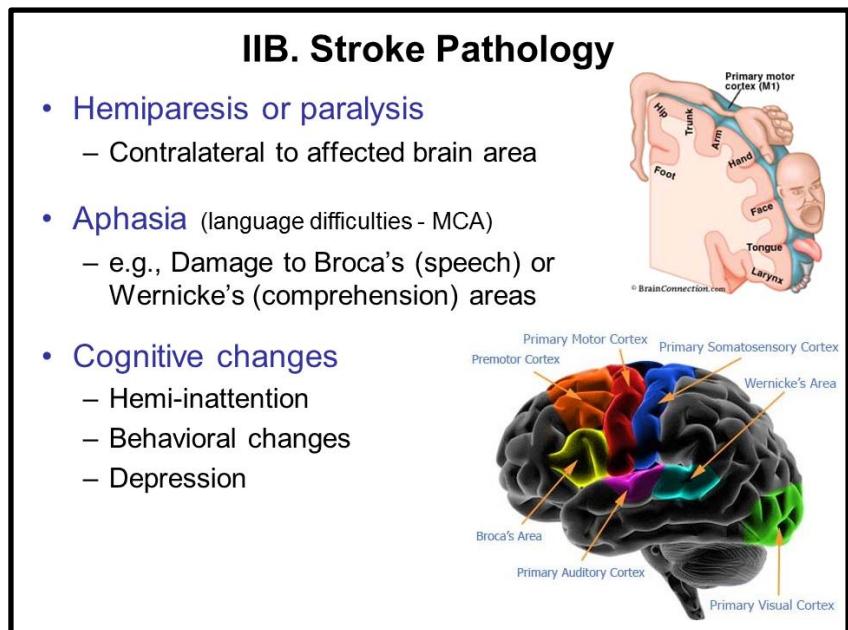


# Ia. Design to engage

- 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)

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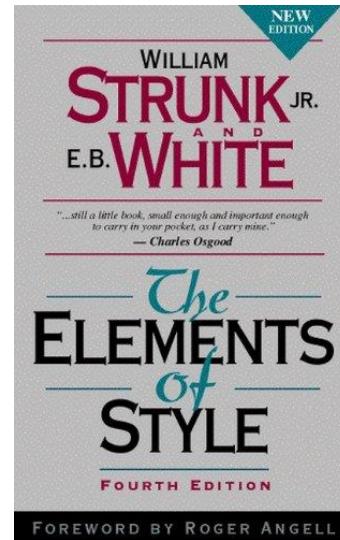
# IIa. Prepare by writing presentation

- 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



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## 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

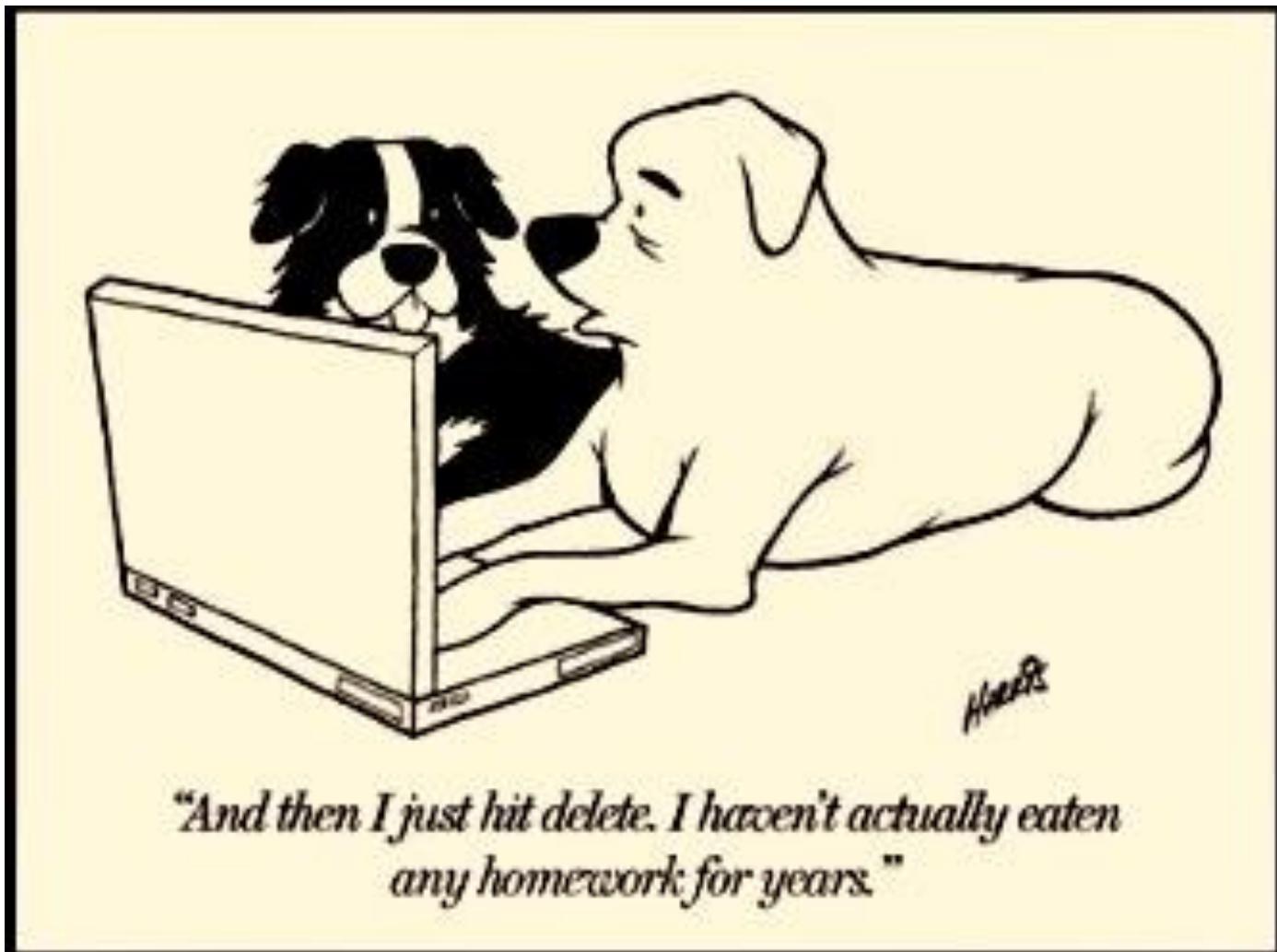
## III. Present: with poise, posture & pace

- 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)



General

Rehearse/Record

Media

Ink

## Slide show navigation shortcuts

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

Advance to the next slide

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

Return to the previous slide

Right mouse click

Popup menu/Previous slide

Number followed by Enter

Go to that slide

Esc, Ctrl+Break, or '-'

End slide show

Ctrl+S

All Slides dialog

'B' or ':'

Blacks/Unblacks the screen

'W' or ';'

Whites/Unwhites the screen

'S' or '+'

Stop/Restart automatic show

'H'

Go to next slide if hidden

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

Return to first slide

Ctrl+T

View task bar

Ctrl+H/U

Hide/Show arrow on mouse move

OK