



**Uruk University**  
**College of Engineering**  
**Bio-Medical Engineering (BME) Department**

# **Presentation Skills**

**(1<sup>st</sup> Year)**

**Dr. Intisar A.M. Al Sayed**

[Intisar.am.stam@uruk.edu.iq](mailto:Intisar.am.stam@uruk.edu.iq)

References:

<https://www.niu.edu/presentations/prepare/index.shtml>

<https://support.microsoft.com/en-us/office/>

## Preseationn Skills



# Preparing the Presentation

Before developing a presentation on a given topic,

- know **the requirements, purpose and audience** of the presentation
- and **then prepare** an outline of the presentation.

## Know the Requirements

Knowing the requirements of a presentation involves finding the answers for several relevant questions:

### a) How much time will you have to deliver the presentation?

- This dictates how much you have to prepare and how detailed it should be.
- The number of slides necessary for a 5-minute class presentation may differ considerably from what is necessary for a 30-minute project presentation.

## b) Who and how many will be in the audience?

This impacts

- the **formality** of the presentation and
  - its **context**,
  - as well as the **attire** you may have to wear.
- 
- ✓ A thesis or dissertation presentation for a committee of faculty, or a project presentation for client at a company, may have a **small audience and require formality** in your delivery and attire (as appropriate for your discipline).
  - ✓ The **context** could involve evaluation of your presentation for a course grade or obtaining a project for your company.
  - ✓ Knowing the audience is also important for accommodating people with different abilities.

## c) Where will you deliver the presentation?

This impacts the

- **design of presentation materials**,
  - **your delivery** (whether you need a microphone or not) and the possibility **to interact** with the audience.
- 
- ✓ A small conference room (as opposed to a large classroom or an auditorium) may require developing different type of presentation materials.
  - ✓ A small conference room or classroom may allow you to interact easily with the audience, while a large auditorium where you deliver the presentation from the stage may not allow you that flexibility.

#### d) What type of technologies will be available to deliver the presentation?

This impacts

- the selection of technologies to match what will be available at the presentation location.
- ✓ The delivery technologies can include presentation software and data projector, document camera, flip charts, microphone, web browsers, etc.
- ✓ If you design your presentation using an online presentation tool, and plan to deliver the presentation using the same, it is critical to make sure that online presentation tool will be available at the delivery location, or you can bring your own.

#### e) Will you deliver the presentation alone or as part of a panel or a team?

This impacts

- what you prepare and
- how you will have to deliver it.
- ✓ If you have to deliver the presentation by yourself, you will have considerable flexibility on how you can design and deliver your presentation.
- ✓ If you have to present as part of a panel or a team, then you may have to coordinate with other presenters, to align your portion appropriately with theirs and not duplicate material.

**f) Do you have to prepare handouts of your presentation to distribute to the audience?**

This impacts

- the **design** of your presentation materials and
  - the **cost** of making copies of the presentation.
- 
- ✓ Some presentation materials may come across well on a large screen but not on paper.
  - ✓ Distributing copies of your presentation will require you to know in advance how many copies to make, and any to make in large fonts for those with visual impairments.

**g) What alternatives do you have if there are unexpected changes at the last minute to any of the previous items?**

This helps you to

- **develop Plan B** solutions in case there are unexpected changes.
- 
- ✓ Planning simple **alternatives** to handle unavailability of particular delivery technologies in the presentation location or change in presentation duration can reduce stress and help you deliver your presentation effectively.
  - ✓ Saving presentation materials in different formats and media will help to adapt to any unexpected changes at the last minute.

## Know the Purpose

Learn about **the purpose of your presentation** from your course instructor or the organizer of your presentation.

The purpose of a presentation can be (and are not limited) to:

- a) Inform an audience, as in a formal thesis or project presentation**  
**Informative Presentation**
- b) Persuade (motivate or encourage) an audience, as in selling a proposal for service to a client or convincing an interviewer**  
**Persuasive Presentation**
- c) Entertain an audience, as in presenting at a reception**  
**Entertaining Presentation**
- d) Speak on a special occasion, such as honoring a colleague**  
**Honoring Presentation**
- e) Educate an audience, as in teaching or training a group of people**

Knowing the purpose of the presentation will help you **design, develop, and deliver** the presentation for the intended purpose.

For example, a brief technical presentation for informing an audience may not leave time for very many interactions with the audience, including questions and answers (**Q&A**) at the end.

However, a technical presentation as part of a thesis or dissertation defense will involve considerable Q&A by the faculty committee and the audience.

Presenting for the purpose of educating or training an audience may require considerable **interaction and Q&A** during the presentations.

Presenting for the purpose of entertaining an audience may not be very formal, whereas honoring someone may be formal, and both may not involve Q&A at the end.

Knowing the purpose of the presentation can also help in arranging the room layout and audience seating (if that flexibility is available), so you can interact easily with the audience appropriately.

## Know the Audience

- It is important to know your audience **demographics** before you prepare your presentation. (**Presentation Level Appropriate or Inappropriate**)
  - Knowing who they are (faculty, students, etc.), their **familiarity with the topic**, and **their role** (gain information, evaluate your learning, etc.) in attending your presentation, will help you organize your thoughts appropriately.
  - ✓ Presenting a topic to a specific audience requires careful preparation so the presentation will make sense to them and fulfill their needs.
  - ✓ Some audience **demographics** include age, gender, faculty or students and educational background.
  - ✓ Presenting to a group of your peers will require you to present the topic with authority, but on their level of understanding and with the ability to motivate them to ask questions.
  - ✓ Presenting to a faculty audience will also require you to present the topic with authority, but you may need to prepare for more substantial questions and remarks.

## Prepare an Outline

- Once you know the requirements and the purpose of the presentation, the next step is to **prepare an outline**.
- Preparing an outline will give you a **roadmap** or a sense of direction for developing the presentation for the required purpose.
- Before you develop an outline, ask yourself what you would want your audience to know in the time you have to present it. The outline should consist of the major headings or topics of your presentation.
- The outline should have a **beginning**, **middle** and **an end** so that the audience can follow your ideas logically from the beginning to the end. You can then set each major topic or heading into appropriate points.

The type of outline and the list of headings or topics may depend on the nature of the discipline and the purpose of a presentation.

For example, the outline of a **technical presentation** for informing an audience can consist of headings such as:

- Problem statement
- Objectives and scope
- Literature review
- Methodology
- Experimentation
- Analysis
- Conclusions



Similarly, the outline of XYZ corporation's (your employer) proposal presentation to a client ABC Co. for obtaining a project can consist of headings such as:

- Welcome and introductions
- Needs and trends
- XYZ corporation
- XYZ's products and services
- Major clients of XYZ
- How XYZ can serve the needs of ABC
- Possible opportunities
- Contact information
- Questions and answers

An example of an outline for a **non-technical presentation** in the humanities or other disciplines could include the following:

1. Introduction
  1. Purpose, thesis, preview
2. Body of Presentation
  1. First (second, third) point(s), supporting evidence of thesis
  2. Possible objections analyzed and or refuted
  3. Source of information
  4. Transition to conclusion
3. Conclusion
  1. Restate thesis
  2. Statement of possible actions, next steps
  3. Memory and attention-reinforcing strategies (quote, anecdote, etc.)
  4. Discussion of limitations, missing elements
  5. Closing or summary statement

Depending on the allotted duration of your presentation, you can then plan on how much time to spend on each topic, and develop the presentation materials accordingly.

The outline will depend on the content of your presentation and the outline need not dictate how the presentation will be delivered.

One can develop an outline or a framework for a presentation but organize the content in a non-sequential manner for delivery. This is especially suited

for when the outline is in the form of a pictorial framework where each part can be presented non-sequentially.

Once you have developed the outline of your presentation, the next step is to organize the content.

Similarly, the outline of XYZ corporation's (your employer) proposal presentation to a client ABC Co. for obtaining a project can consist of headings such as:

- Welcome and introductions
- Needs and trends
- XYZ corporation
- XYZ's products and services
- Major clients of XYZ
- How XYZ can serve the needs of ABC
- Possible opportunities
- Contact information
- Questions and answers

An example of an outline for a non-technical presentation in the humanities or other disciplines could include the following:

1. Introduction
  1. Purpose, thesis, preview
2. Body of Presentation
  1. First (second, third) point(s), supporting evidence of thesis
  2. Possible objections analyzed and or refuted
  3. Source of information
  4. Transition to conclusion
3. Conclusion
  1. Restate thesis
  2. Statement of possible actions, next steps
  3. Memory and attention-reinforcing strategies (quote, anecdote, etc.)
  4. Discussion of limitations, missing elements
  5. Closing or summary statement

- ✓ Depending on the **allotted duration** of your presentation, you can then plan on how much time to spend on each topic, and develop the presentation materials accordingly.
- ✓ The outline will depend on **the content** of your presentation and the outline need not command how the presentation will be delivered.
- ✓ One can develop an outline or a framework for a presentation but organize the content in a non-sequential manner for delivery.
- ✓ Once you have developed the outline of your presentation, the next step is to organize the content.

## **Organizing the Presentation**

- Organize the content of your presentation in **a logical sequence** based on the outline you prepared.
  
- No matter how you decide to organize your presentation, keep the audience engaged to better help them remember the content.
  
- You can do this by asking them questions or having them share experiences related to the topic.

### **a) The Beginning of the Presentation**

- The beginning of your presentation sets the tone for the rest of the talk, so it is important to impress your audience with your approach, style and topic.
- Begin the presentation with something that attracts the audience's attention, but keep it relevant to the topic and avoid jokes or irrelevant comments that could be misunderstood by the audience, especially if you are not familiar with the audience.

### You can begin with

- ✓ an important statistic relevant to the topic, or
- ✓ a quote, or
- ✓ ask a question

that interests the audience in the topic.

### For example,

if the focus of your presentation is about environmental pollution by household activities, a simple question to interest the audience in your presentation could be "Does anyone know how many drops of drinking water are polluted by one drop of motor oil?"

If anyone in the audience knows the correct answer, acknowledge that individual and ask how many of them knew that as well. Otherwise, give the answer, and begin your presentation.

## **b) The Body of the Presentation**

- Begin planning the body of your presentation first.
  - Once you have developed this part of the presentation, the beginning and end will fall into place.
  - You **can order** the main points of each section of your presentation as outlined in one of several ways depending on the nature of the presentation.
- 
- Some possible orders of points include the following, though there can be others, depending on the topic and/or discipline:
    - 1) **Spatial order** – suitable for describing a layout or a process, from the beginning or entry point, to the end or exit.
    - 2) **Chronological order** – suitable for discussing literature review by years, or for describing the steps for doing something.

- 3) **Causal order** – suitable for explaining causes and their effects. For example, how lack of sleep impacts worker productivity and safety.
- 4) **Topical order** – suitable for presenting on different topics in a field such as different types of problem-solving techniques.
- 5) **Problem–Solution order** – suitable for describing a particular problem and how it can be solved.

Choose the order suitable for covering the main points of your presentation for the particular section of the outline.

### **c)The End of the Presentation**

End the presentation by **reiterating** the purpose of the presentation, **summarizing** the major points, and **concluding** with a quote, remark or fact that the audience will remember.



## Designing Effective Presentation Materials

- **Visual aids** can enhance a presentation by illustrating complex content, sometimes better than actually talking about it.
- Depending on the type of presentation and delivery technologies available, you will have to select appropriate **presentation tools or audio-visual aids** to deliver your presentation.
  
- **The audio-visual aids** in general can be presentation slides, audio (music, sounds, narration), video clips, real or scaled objects, etc.
- The audio-visuals you select must be suitable for the size of the audience, room layout, lighting, sound system, etc.
- For example, in a large auditorium with an audience of several hundred people, showing a video clip with audio may not work well if there is no sound system.
  
- You should have a good idea about the presentation set up from the preparation stage to select the appropriate audio-visual aids for delivery.

### Did You Know?

People remember 65% of information from a visual and oral presentation, 35% from a visual presentation, and 10% from an oral-only presentation.

## Audio-Visual Aid Design Principles

The following are general principles to remember in designing audio-visual aids:

### 1. Use Simple or No Background in Presentation Materials

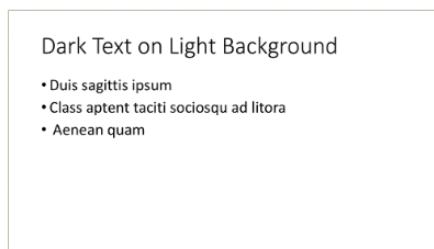
Keep your presentation materials simple. Do not use complicated background designs that can distract from the content.

### 2. Use Colors That Provide Adequate Contrast and Make it Easier to Read

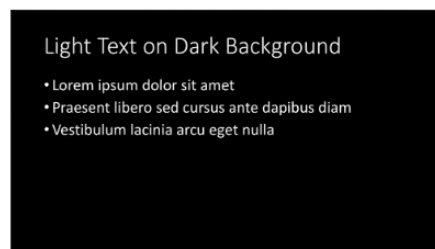
For example, use dark letters on a light background; and do not use light letters on a light background or dark letters on a dark background. It is better to use black or dark blue letters on a white background.

If colors used have meaning, remember that people with color blindness or visual impairment may not recognize the meaning.

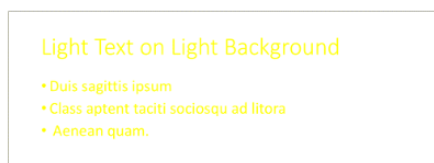
SLIDE WITH LIGHT BACKGROUND AND DARK TEXT



SLIDE WITH DARK BACKGROUND AND LIGHT TEXT



SLIDE WITH LIGHT BACKGROUND AND LIGHT TEXT



SLIDE WITH DARK BACKGROUND AND DARK TEXT



### 3. Use Adequate Font Size That Allows Easy Reading of Text from the Last Row of the Room

Prepare a sample presentation screen, and see if you are able to view it from the last row of the room (if you know the location and have advance access to it).

## 4. Use Distinct Font Sizes for Titles and Section Headings

Use distinct font sizes for [titles](#) or [section headings](#) compared to points covered in those sections, and make sure they are consistent throughout. Turn off any "auto size" feature in presentation software to help with this.

## 5. Limit Bullet Points to Four to Five Points per Slide, and Not More Than Seven Bullet Points

### SLIDE WITH FOUR BULLETS

Sed Dignissim Lacinia

- Duis sagittis ipsum
- Class aptent taciti sociosqu ad litora
- Aenean quam
- Praesent blandit dolor

### SLIDE WITH MORE THAN SEVEN BULLETS

Sed Dignissim Lacinia

- Duis sagittis ipsum
- Class aptent taciti sociosqu ad litora
- Aenean quam
- Praesent blandit dolor
- Curabitur sodales ligula in libero
- Nulla metus metus
- Fusce nec tellus sed augue
- Nunc feugiat

*Limit each point to no more than two, or at most three, lines of text*

[Do not](#) have whole paragraphs of text on the screen as the audience may not be able to read it.

### SLIDE WITH TWO LINES OF TEXT

Morbi Lacinia Molestie

- On scelerisque sem at dolor maecenas mattis. Sed convallis tristique sem, proin ut ligula vel nunc egestas

### SLIDE WITH MANY LINES OF TEXT

Quisque Volutpat

- Morbi lectus risus, iaculis vel, suscipit quis, luctus non, massa. Fusce ac turpis quis ligula lacinia aliquet. Mauris ipsum. Nulla metus metus, ullamcorper vel, tincidunt sed, euismod in, nibh. Quisque volutpat condimentum velit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nam nec ante. Sed lacinia, urna non tincidunt mattis, tortor neque adipiscing diam, a cursus ipsum ante quis turpis. Nulla facilisi.

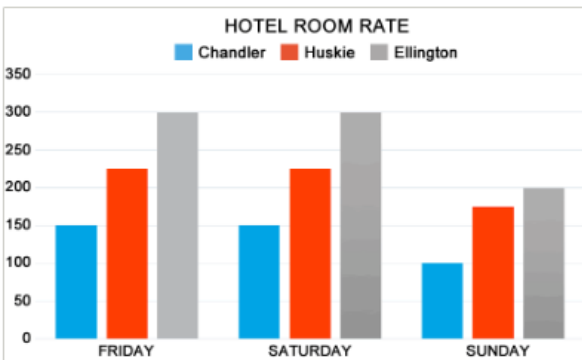
[Note](#) that bullet points need not be complete sentences (unless it is a quote or a definition) and can be partial sentences or phrases.



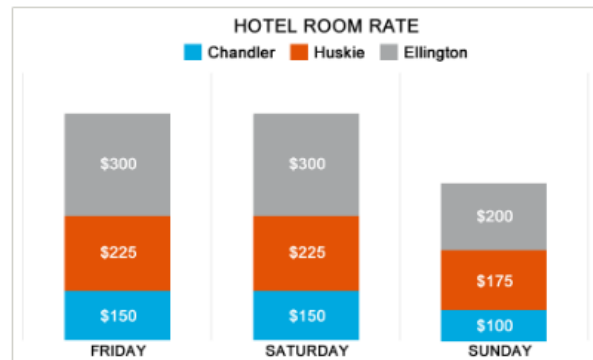
## 6. Ensure Images Are Legible (Clear) from the Last Row of the Room and Convey the Intended Content

If you have a large figure, show a high-level outline of the figure and then focus on the specific details of the figure on the following slide.

**SAMPLE BAR CHART**



**STACKED BAR CHART**



## 7. Ensure Animations or Transitions Don't Distract

When using animations or transitions in presentation materials, make sure they do not distract from the content and do not have a jarring effect.

## 8. Ensure Chart Scales Don't Mislead

If you use graphs or charts in your presentation materials, make sure axis scales do not mislead the audience on the trends.

## 9. Show Video Clips at Easily Viewable Size

If you include video clips, make sure the size of the clip ( $\frac{1}{4}$ ,  $\frac{1}{2}$  or full size) on the screen is viewable for the audience.

## 10. Do Not Use Offensive (aggressive) or Stereotypical Visuals

If you use cartoons or animations or clip arts, make sure they are not offensive (violent) and do not stereotype people.

### **11. Play Audio at Easily Heard Levels**

If you use audio clips, the sound system in the room should be adequate for the audience to hear.

### **12. Share Real or Scaled Objects at Easily Viewed Sizes**

If you show real or scaled objects during your presentation, make sure they are viewable from the last row or use a document camera to display it.

### **13. Test Audio-Visual Aids in Advance**

Test the audio-visual aids, especially if you use special plug-ins or players or different versions of software for display.

### **14. Design Your Audio-Visuals So All Members Can Experience Them**

If you will have audience members with particular disabilities, then you will have to design the audio-visuals accordingly. Common disabilities may include color-blindness, visual impairment, hearing impairment, etc.

### **15. Correct and Spell-Check**

Corrected and spell-check presentation materials for grammar and spelling errors. Even minor errors will be glaring on a large screen!

### **16. When Using the Board or Flip Charts, Write Large Text and in a Logical Flow**

If you plan to use the board or flip charts, learn to write in big letters or draw appropriately-sized figures so that the audience can view the information easily.

When writing on the board or flip charts, write from left to right and from top to bottom, so the audience can follow the logical flow of information.

## 17. Cite Sources Properly

If you include content from external sources in your presentation, include in-text citations where necessary and list the corresponding references at the end of the presentation materials.

## 18. Acknowledge Your Contributors

Acknowledge those who helped you with the presentation, including your team members, at the end of the presentation materials.

## 19. Remember Your Visuals Are to Enhance and Not Distract

Most importantly, design materials to enhance your presentation and help you deliver the content effectively, not to distract from it!



# Delivering the Presentation

Once you have prepared the presentation well, here are some simple suggestions to consider in delivering the presentation effectively.

### 1. Dress Appropriately

- Dress appropriately for the presentation, based on the context, disciplinary protocols, formality of the occasion and the type of audience (faculty, students, clients, etc.).
- Do not wear inappropriate clothing, jewelry, hats or footwear that distract.

### 2. Arrive Early

Arrive early for the presentation, and do not arrive just in time or late.

### 3. Meet the Moderator

If there is a presentation moderator who will introduce you, meet that person well in advance of the presentation so they know you are in the room on time and that you will be ready.

### 4. Decide How to Handle Audience Questions

Decide how you will handle questions during the presentation, and either request the audience to wait until you are finished with your presentation or make sure you will have time to answer the question in the middle of your presentation.

### 5. Have a Plan if the Technology Fails

Similarly, decide how you will continue your presentation if the presentation technology fails or freezes in the middle of your presentation.

### 6. Greet the Audience

If you have some free time before the presentation starts,

- walk up to some members of the audience, introduce yourself and thank them for being there.
- This may put you at ease during the presentation.

### 7. Load Your Visuals Before Your Allotted Presentation Time

If you plan to use presentation tools, load your presentation or connect your presentation device to the projector before you are asked to present so you do not use up your presentation time to load your files and make the audience wait.

### 8. Smile

Be pleasant and smile when you stand in front of an audience so it makes the audience feel comfortable listening to you.

### 9. Don't Eat or Chew Gum

- Do not chew gum or eat during your presentation.
- You may drink water or other allowed drinks during the presentation.

### 10. Take a Deep Breath

Before you begin to speak, take a few deep breaths and calm yourself.

### 11. Speak Clearly

Speak slowly and clearly, and do not rush through sentences, as some do when they get nervous.

### 12. Speak at an Even Pace

- Pay attention to the pace (speed) in which you speak,
- to avoid your pace of delivery being either too fast or too slow for the audience to follow.

### 13. Change the Inflection of Your Voice to Gain Audience Attention or to Emphasize Content

- If you are trying to make a point about a particular idea, pronounce the words clearly and distinctly.
- At this point, you can slow down and raise the volume of your voice to clearly express what you have to say.
- Speak with authority (ability), confidence and enthusiasm (interest).

### 14. Use Appropriate Gestures

Use [appropriate gestures](#) (signs or motions) to emphasize appropriate points, and do not make wild gestures or pace back and forth in front of the screen in a distracting manner.

### 15. Make Proper Eye Contact

Make proper [eye contact](#): that is,

- look at the audience from one side of the room to the other side, and from the front row to the last row.
- Do not look down the whole time, and do not focus on just one side of the room or just the front row of the audience.

### 16. Stand Beside the Screen

If you plan to use projected visuals on a screen, stand to one side of the screen. Ideally, you should be facing your audience at all times and just glance at the screen to look at cues from the slides.

### 17. Do Not Talk to the Screen or Board

- **Do not** talk to the screen or the presentation device; look at the audience and talk.
- It is alright to look at the screen occasionally and point to something important on the screen as you present.

### 18. Do Not Read Line-by-Line

**Do not** read presentation materials line-by-line unless there is someone in the audience who is visually-impaired and cannot see the slide, or if it is a quote that you have to read exact to emphasize.

### 19. If You Get Stuck, Look at Your Notes

If you get stuck on a point and do not know what to say, feel free to look at your notes to continue.

### 20. Use the Microphone Effectively

If you are presenting in a large room where a handheld microphone is needed, hold the microphone near your mouth and speak directly into it.

### 21. Do Not Curse or Use Inappropriate Language

Do not use inappropriate language

- if you forget a point during the presentation
- or if the presentation technology fails.

### 22. Be Considerate of Your Team

If you are part of a team and giving a group presentation,

- be considerate to other team members by not using up their time or dominating the presentation.
- Smoothly transition from one presenter to another.

### 23. Do Not Conclude Abruptly

- Do not conclude the presentation abruptly by saying "This is it" or "I'm done."
- Conclude properly by summarizing the topic and thanking the audience for listening.

### 24. Be Considerate of the Next Presenter

After your presentation and the question and answer part are over, remove your presentation materials from the desk or the podium, and close any open presentation software so the next presenter can get ready quickly.

### 25. Thank Your Moderator

Remember to thank your moderator (if there is one) and the audience, and if you were part of a panel presentation, make sure to thank the panel members.

### 26. Participate in the Audience

If there are other presentations scheduled after yours, do not leave the room, but stay and listen to their presentations.



## Handling Questions and Answers

At the end of your presentation, if it is appropriate for the type of presentation, solicit questions from the audience.

### Responding to Audience Questions

When someone is asking a question,

- **make eye contact** with that person,
- **listen** positively, and
- **acknowledge** by saying "thank you for that question," or say "that is an excellent question" or "that is an important question".



- If the audience is in a large room and cannot hear each other's questions, repeat the question loudly for everyone to hear, before answering it.
- If you know the answer to the question, respond appropriately and briefly so you can take more questions and not spend too much time on one question.
- If the question is not relevant to the presentation, say something like, "I am really sorry that question is outside the scope of this presentation, but I will be happy to stay after the presentation and discuss it with you."
- If time is running out for answering all of the questions, say, "I am sorry. I am running out of time, but I will take one last question, and then I will be available at the end to answer any remaining questions."
- If you do not know the answer to a question say, "That is an interesting question, and I will have to get back to you later on that" or ask the audience "Can someone help me with this?" or be kind and acknowledge you do not know the answer at that time.
- If an audience member criticizes or attacks what you had covered in your presentation, do not attack back, but separate the valid criticism from the personal attack, and respond to the criticism appropriately.

## Asking Good Questions

If you are in the audience, know also how to ask good questions to indicate that you are following the presentation.

You can ask some general questions about any topic, and you may be interested about some things presented.

- What were the most challenging aspects, or what surprised you the most, in conducting this project?
- Why did you choose this particular methodology or argument instead of another one?
- How did you collect the data? Were there any problems in collecting data? What was the sample size?
- How did you validate your work? Did you validate with a real problem or situation?
- What are some of the limitations of your work?
- What recommendations do you have for further exploration in this project?

Learning to ask good questions at the end of a presentation demonstrates your active participation.

## Presentation Preparation Checklist

### Logistics

- Time available for the presentation
- Type of audience (faculty, students, client, etc.)
- Type of attire to wear
- Impact of the presentation (e.g. evaluated for a grade)
- Location of the presentation
- Delivery technologies available for the presentation
- Present alone, or as part of a team or panel
- Prepare handouts to distribute to audience members or not
- Alternatives, in case some of the above change at the last minute

### Preparation and Design

- Purpose of the presentation – inform, persuade (encourage), entertain, honor, educate, etc.
- Presentation has an outline
- Presentation has a beginning, middle and end
- Opening statement attracts audience's attention
- Main points of sections have an order – chronological, causal, spatial, topical, problem-solution, etc.
- Type of audio-visuals to use – slides, audio, video clips, real or scaled objects, etc.
- Background of slides is simple and not distracting
- Font size (headings at least 28 pts and bullets at least 24 pts) – large enough to read from the last row of the room
- Style of titles of slides are distinguishable from bullet points
- Each slide has no more than 5 to 7 bullet points
- Each bullet point is not more than 2 to 3 lines, and are phrases but not complete sentences (unless it is a quote or a definition)

- Titles and bullet points are consistent in font size throughout the presentation
- Color contrast between background and bullet points is appropriate
- Slides do not have inappropriate or unnecessary graphics or clip art
- Presentation material has been proof-read and spell-checked thoroughly
- Content (text, quotes, figures, tables) from external sources include in-text citations and corresponding references at the end
- Sound system is adequate to listen to the video or audio clips, if any, included in the presentation
- Screen size and resolution are adequate for viewing video clips
- Presentation has been rehearsed, and timing is adequate for the allotted duration
- Coordinated with other presenters, if it is a team or panel presentation

## Delivery

- Any planned interactions with the audience have been rehearsed
- The pace of delivery is consistent for all the sections of the presentation
- There are no unnecessary fillers or sentence starters in the delivery
- Delivery technologies have been checked and work properly
- Gestures, eye contact, and body language are appropriate for the presentation
- Prepared responses for anticipated questions are appropriate
- Prepared conclusion ends the presentation appropriately, and does not end it abruptly
- Attire chosen to wear for the presentation is appropriate for the presentation context
- Any demonstration of software has been verified in advance to make sure it works properly
- Handouts, if any, are readable as hardcopy of presentation slides

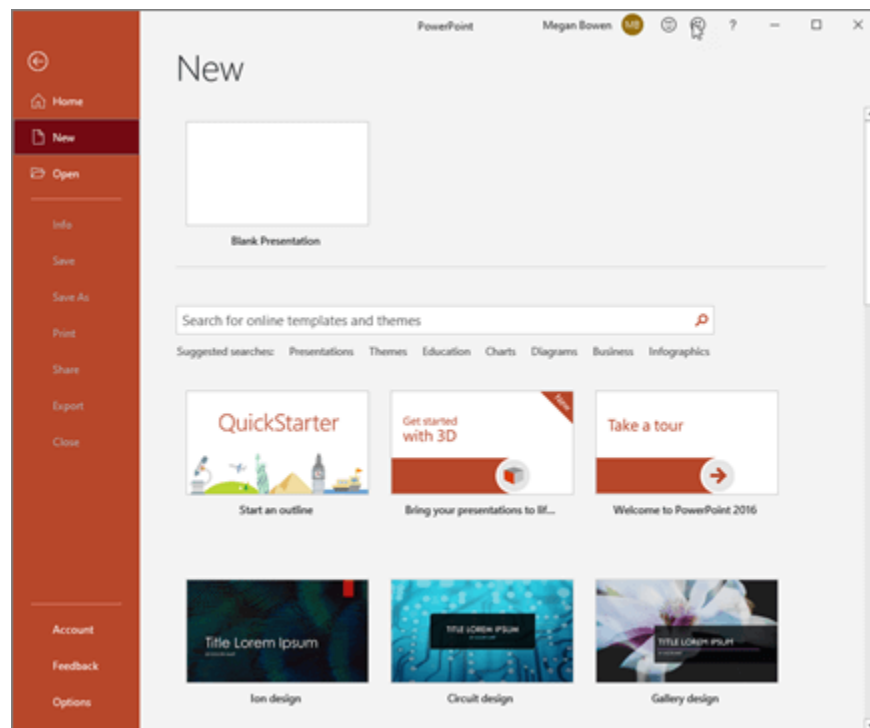
# What is PowerPoint? <https://support.microsoft.com/en-us/office/>

With **PowerPoint** on your PC, Mac, or mobile device, you can: Create presentations from scratch or a template. Add text, images, art, and videos.

## Create a presentation in PowerPoint

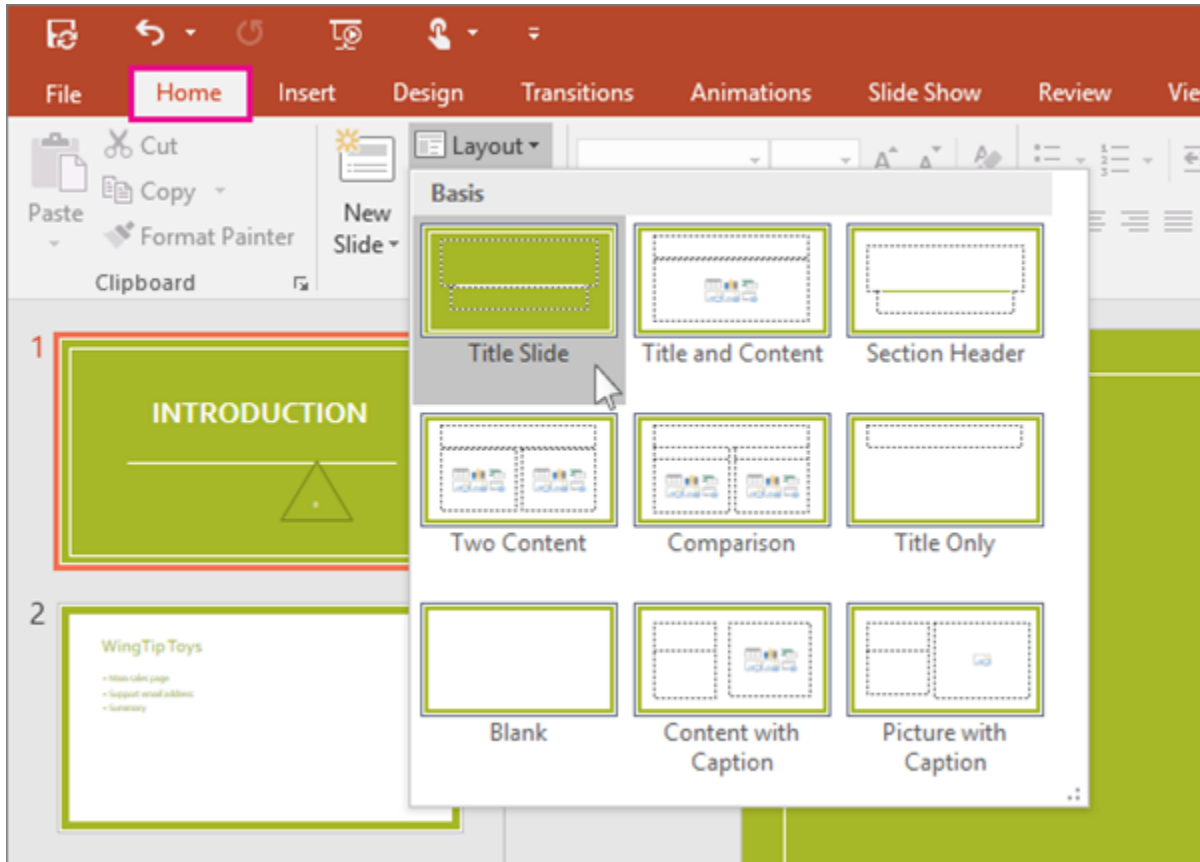
### Create a presentation

1. Open PowerPoint.
2. In the left pane, select **New**.
3. Select an option:
  - To create a presentation from scratch, select **Blank Presentation**.
  - To use a prepared design, select one of the templates.
  - To see tips for using PowerPoint, select **Take a Tour**, and then select **Create**, .



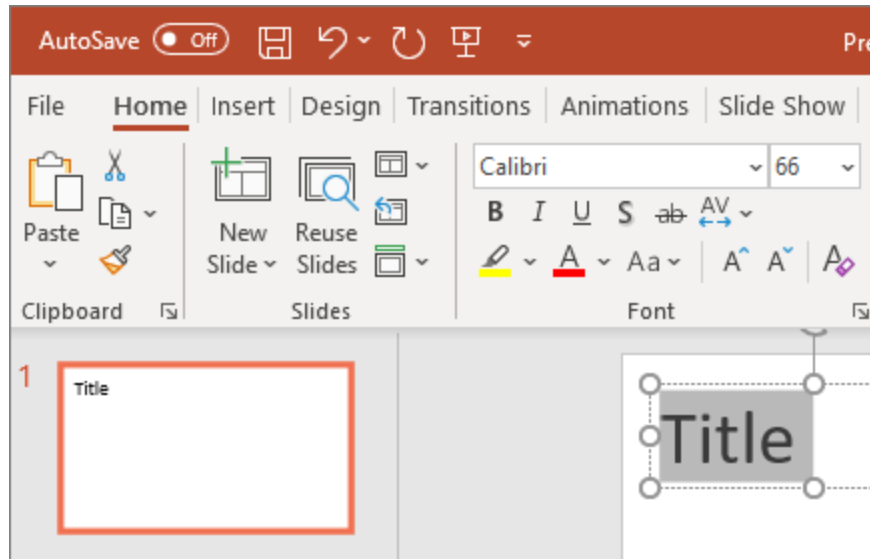
## Add a slide

1. In the thumbnails on the left pane, select the slide you want your new slide to follow.
2. In the **Home** tab, in the **Slides** section, select **New Slide**.
3. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.



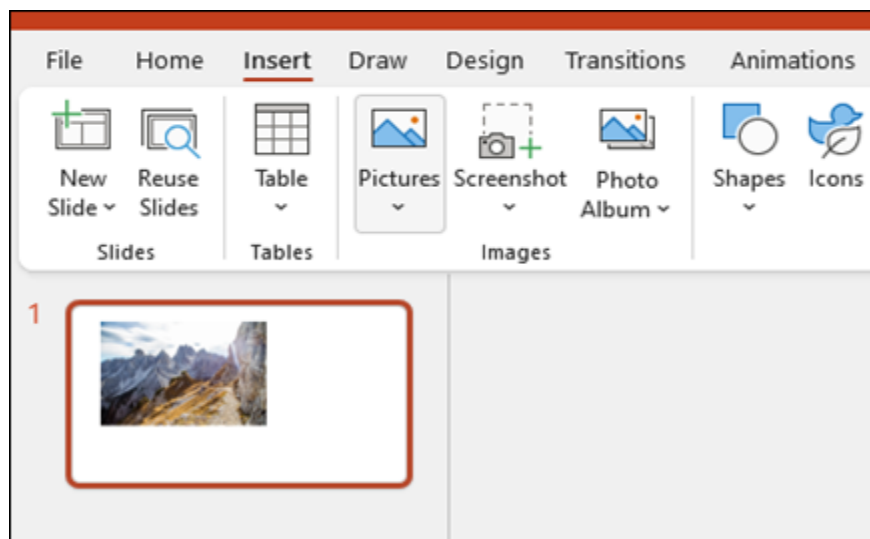
## Add and format text

1. Place the cursor inside a text box, and then type something.
2. Select the text, and then select one or more options from the **Font** section of the **Home** tab, such as **Font**, **Increase Font Size**, **Decrease Font Size**, **Bold**, **Italic**, **Underline**, etc.
3. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.



### Add a picture, shape, and more

1. Go to the **Insert** tab.
2. To add a picture:
  - In the **Images** section, select **Pictures**.
  - In the **Insert Picture From** menu, select the source you want.
  - Browse for the picture you want, select it, and then select **Insert**.
3. To add illustrations:
  - In the **Illustrations** section, select **Shapes**, **Icons**, **3D Models**, **SmartArt**, or **Chart**.
  - In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.



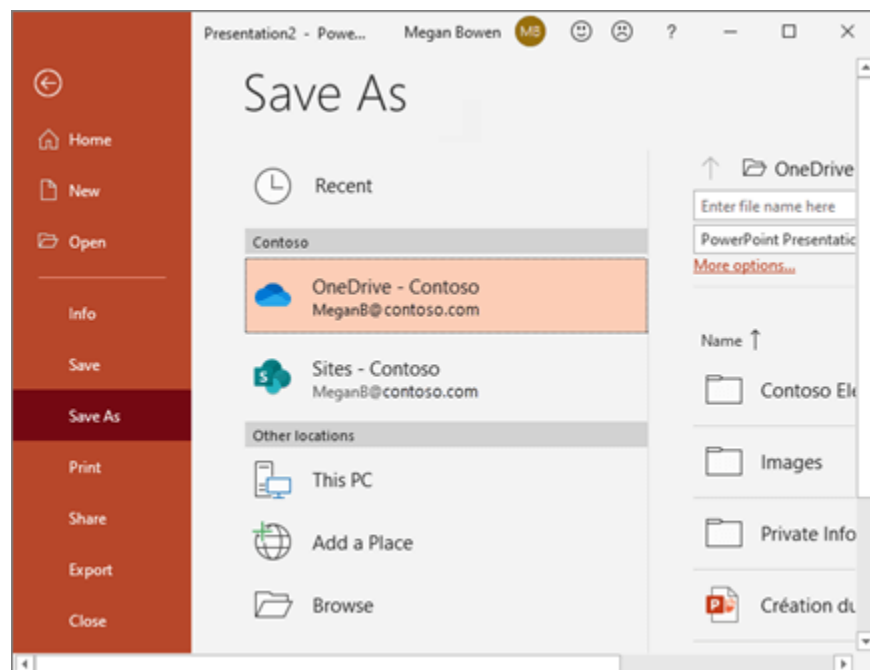
## Save in PowerPoint

### Save your presentation to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

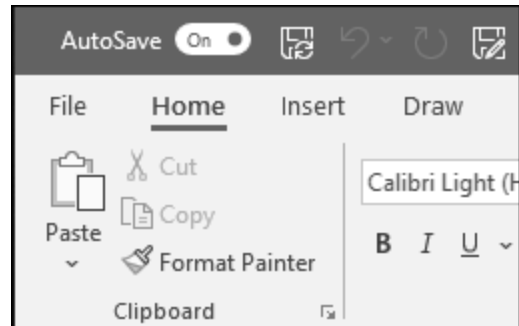
1. Select **File > Save As**.
2. Select **OneDrive**.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location, like your device.



### Offline

When you're online, **AutoSave** is always on and saves your changes as you work. If at any time you lose your Internet connection or turn it off, any pending changes will sync as soon as you're back online.



## Design in PowerPoint

### Themes

1. Select the **Design** tab.
2. Select one of the **Themes**.
3. Select one of the **Variants**.

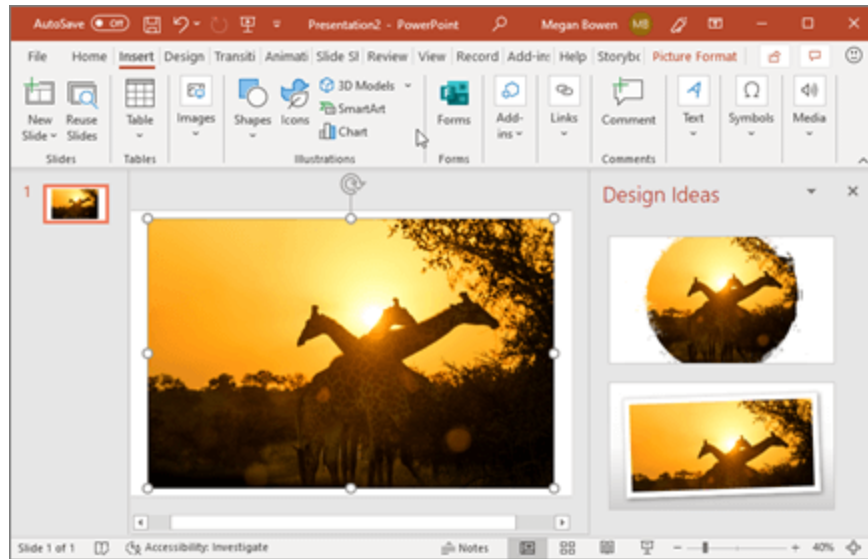


### Use PowerPoint Designer

1. Insert one or more pictures, a list of items, or a list of dates.
2. The **Designer** panel will open. Select the design you want.

You can also bring up Designer by selecting a picture, and then selecting **Design > Designer**.



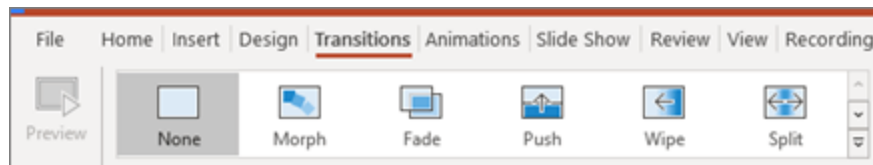


## Transitions

To add a special effect, to transition from one slide to another:

1. Select the slide you want to add a transition to.
2. On the **Transitions** tab, select the effect you want.
3. Select **Effect Options** to change how the transition happens: **From Right, From Left, ...**

To undo a transition, select **None**.



## Animations

To animate text or objects on a slide:

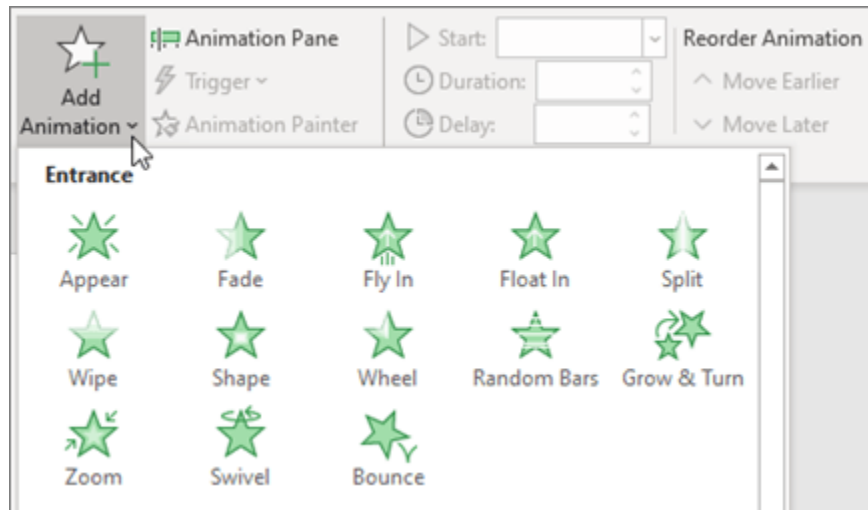
1. Select the text or object you want to animate.
2. On the **Animations** tab, select **Add Animation**, and select the animation you want from the drop-down.

To animate one line of text at a time, select one line of text, select an animation, select the next line of text, select an animation, ...

3. For **Start**, select **When Clicked**, **With Previous**, or **After Previous**.

You can also select the **Duration** or **Delay**.

To learn more, see [Animate text or objects](#).



## Share and collaborate in PowerPoint

### Share your presentation

1. On the ribbon, select **Share**.

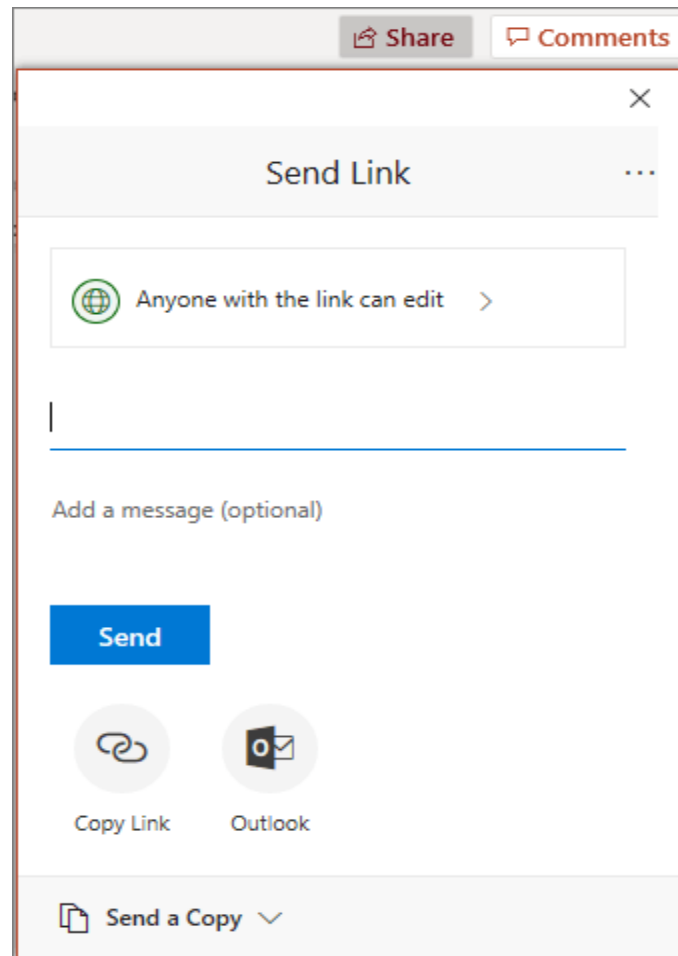
If your presentation isn't already saved to OneDrive, you'll be prompted to save it there.

2. In the **Send Link** dialog box, do the following:

- Enter the names or email addresses of the people you want to share with.
- Select the drop-down to change permissions, if you want. **Allow editing** is checked by default. To change permission to view only, uncheck this box and select **Apply**.

3. Include a message if you'd like and select **Send**.

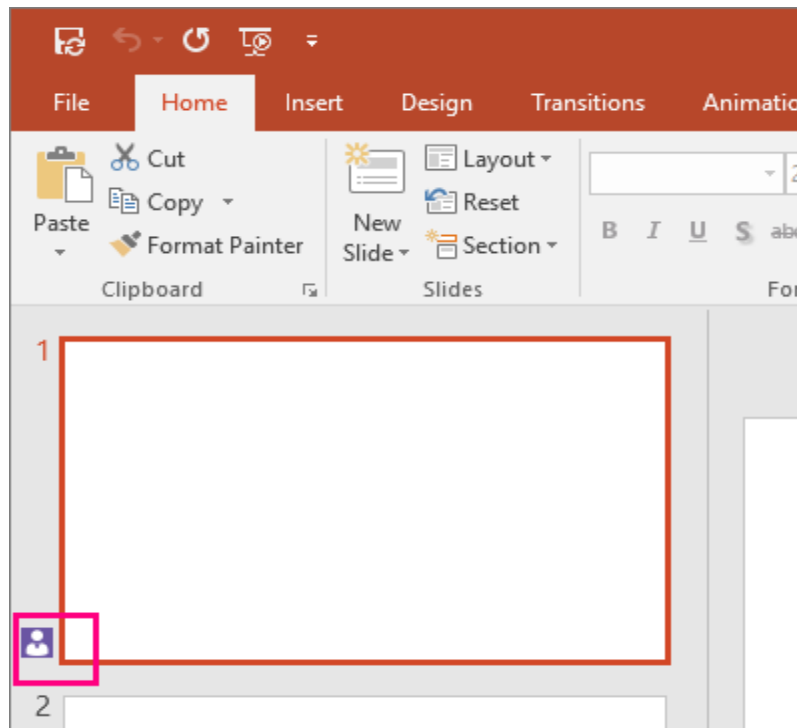
You can also select **Get a link** to create a link that you can copy into an email.



### Co-author a presentation

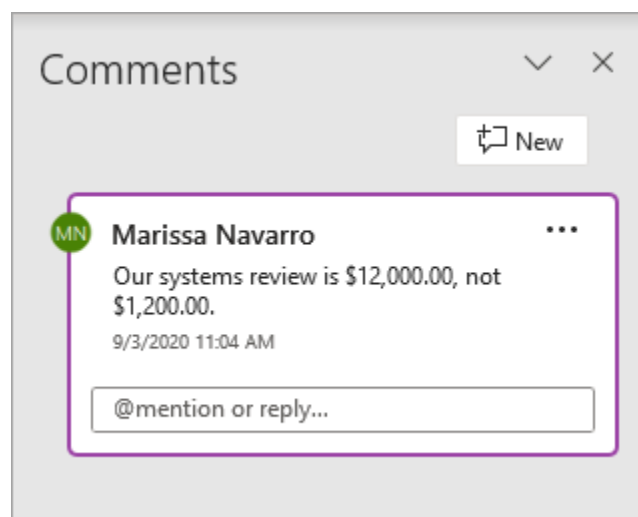
After you share your file, you can work together at the same time.

- Under **Share**, see who is also working in the file.
- Colored flags show where each person is editing.



### Comments in presentations

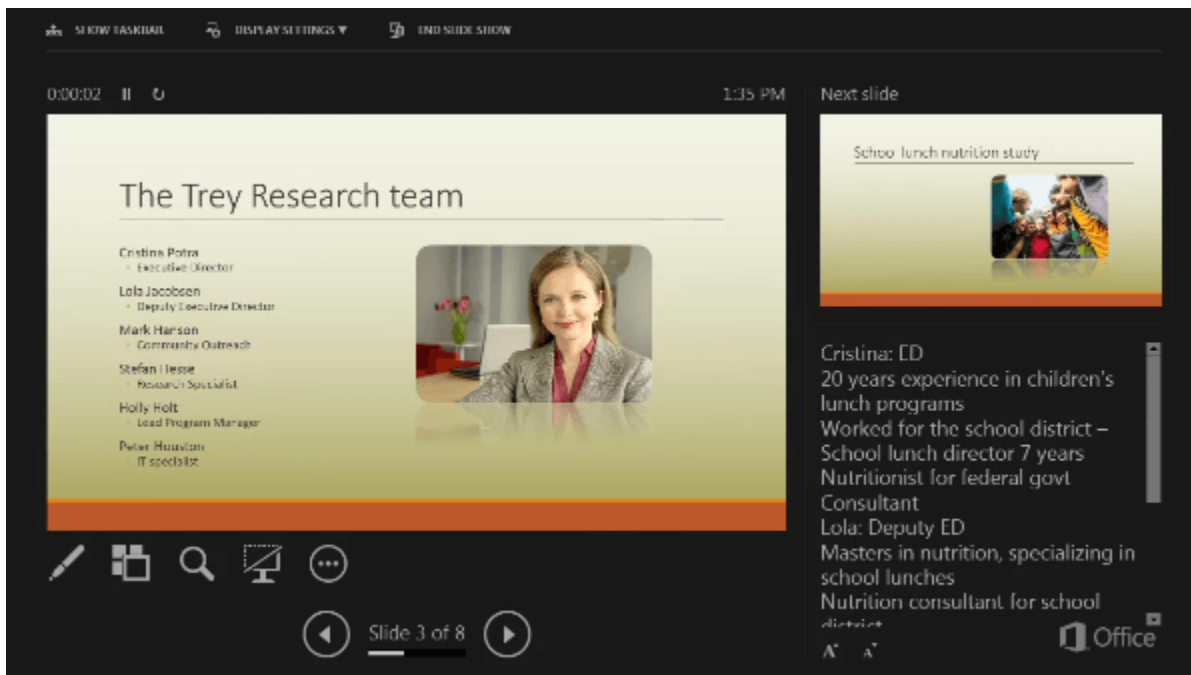
1. Select **Review** > **Comment** or **@ Mention**. Or select **New** if the **Comments** pane is open.
2. In the **Comments** pane, type your comment in the box, @mention a collaborator if you like, and press Enter.
3. Select **Reply** and type your response.
4. Select **See more comments** to go between comments and slides.



## Give a presentation in PowerPoint

### Start a presentation

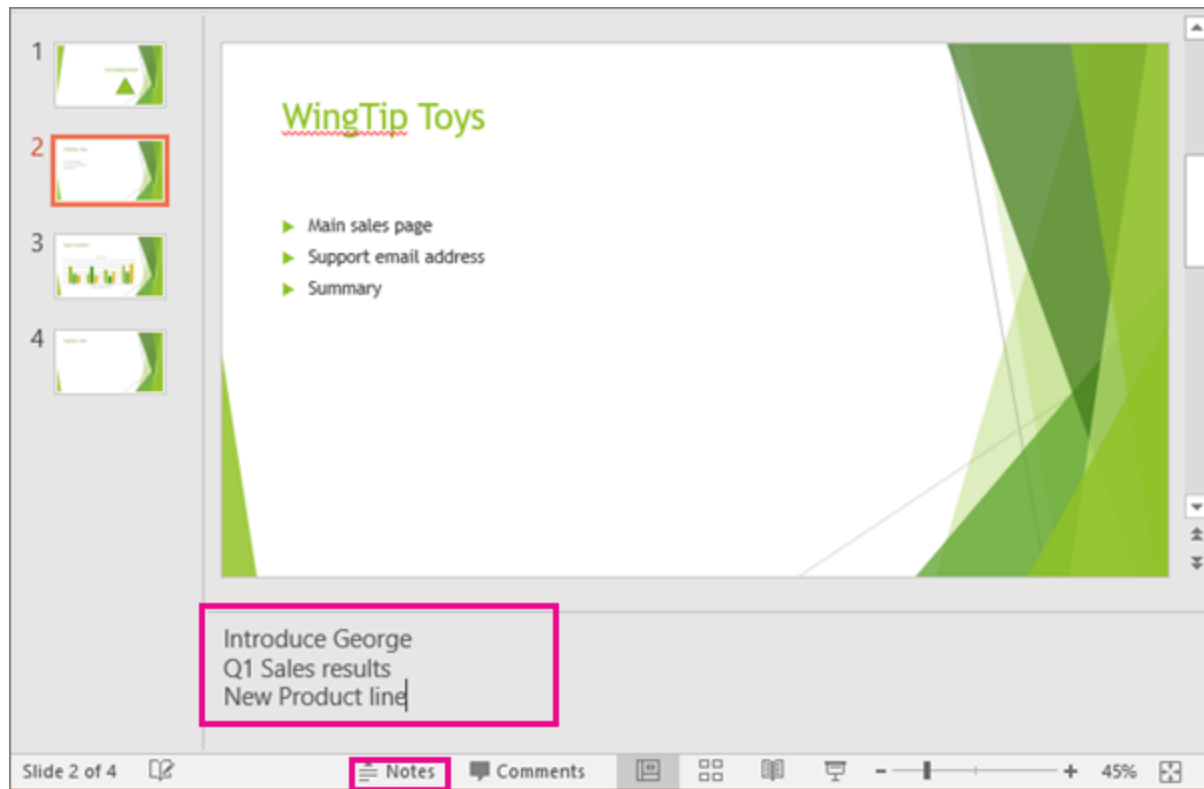
- On the **Slide Show** tab select **From Beginning**. Now, if you are working with PowerPoint on a single monitor and you want to display Presenter view, in **Slide Show** view, on the control bar at the bottom left select the three dots, and then **Show Presenter View**.
- To move to the previous or next slide, select **Previous** or **Next**.
- To view all the slides in your presentation, select **See all slides**.



### Notes

During your presentation, the speaker notes are visible on your monitor, but aren't visible to the audience.

- The Notes pane is a box that appears below each slide. Tap it to add notes.
- If you don't see the Notes pane or it is completely minimized, click **Notes** on the task bar across the bottom of the PowerPoint window



## Subtitles

You can choose which language the caption/subtitle text should be shown to your audience. This feature requires Windows 10 and an up-to-date version of PowerPoint.

1. Select **Slide Show > Subtitle Settings**.
2. Set your **Spoken Language**.
3. Select **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles, and select the one you want.
4. In the **Subtitle Settings** menu, set the desired position of the captions or subtitles.
5. More appearance settings are available by selecting **Subtitle Settings > More Settings (Windows)**.



**References:**

<https://www.niu.edu/presentations/prepare/index.shtml>

<https://support.microsoft.com/en-us/office/>