

Tips for Presenting Digital Slides

Brief: When using PowerPoint as a presentation aid, a public speaker should be aware that they will need to add a few steps to their speech development plan.

Learning Objective: To demonstrate how to deliver a speech with help from PowerPoint

Key Terms:

- Co-located: Located at the same site.
- Verbatim: word for word; in exactly the same words as were used originally.

Delivering Your Speech with PowerPoint Slides

PowerPoint presentation software is a popular choice for public speakers because digital slides are easy to create and compelling to view. However, using PowerPoint does not guarantee that you will deliver an effective speech. In fact, as many public speakers have learned the hard way, using PowerPoint can actually hinder your performance.



Your slides shouldn't take over the show. The best way to think of PowerPoint slides is to imagine that they will be your assistant during your presentation, quietly working in the background to support your speech delivery.

If you choose to use PowerPoint slides in your presentation, you should be aware that you will need to add a few steps to your speech development plan.

Practice and Rehearsal

After assembling a PowerPoint slide show, watch the slideshow from start to finish to make sure that its complete, accurate, logically organized, and visually appealing.

Next, consider how you will time the slides during your delivery. You can control the movement from one slide to the next as you speak, or you can preprogram the amount of time that each slide appears on the screen and speak only for that amount of time.

If at all possible, rehearse with the same display equipment in the same space where you will present. If you are speaking to a co-located audience, make sure that your projected slides are large enough for all members of the audience to see (usually about 1 inch high for each 10 feet that separates the audience from the projected slide). Additionally, if you are speaking to a

remote audience (via an educational platform or teleconferencing software), conduct a trial run to check your display so that you can see the presentation in the same way that the audience will see it on their screens.

Basic Delivery

When you project your PowerPoint slides for your audience to see, there's always a temptation to read whatever's written on that slide. Keep in mind, your audience will be able to read what's projected themselves. Reading to them verbatim is unnecessary and potentially bothersome.

Used correctly, the content of your slides should serve as a guide or outline for you and your audience to follow, to support your prepared speech. Simply put, PowerPoint is not meant to replace your verbal delivery.

In most cases, it's best to stand to the left of the screen. The English-speaking audience member, who reads from left to right, will see you as their eyes move across the screen in one continuous left to right eye movement.

Using Views

Slide Show View

When you use the Slide Show View to deliver your presentation, you will see the slide show one slide at a time, just as your audience will see it.

Presenter View

When you use Presenter View, you are able to see the current slide, the next slide coming up, and your speech notes. You can also zoom in on a particular part of the slide or use a pen or laser pointer to call attention to details.

From Concept to Action

Create a preliminary version of your PowerPoint presentation slides. Even if it's still a work-in-progress, having a preliminary PowerPoint will allow you to start practicing well before your speech delivery day. As you practice, you will learn more about how to use PowerPoint as a delivery tool. In addition, you will discover which slides work to support your speech, which slides you need to revise or eliminate, and which slides you might want to add. Experiment using both Slide Show View and Presenter View. Practice with both until you discover which view works best for you.

OER IMAGE SOURCES:

"Computer Hand Help Laptop Helping Software." Pixabay. <https://pixabay.com/vectors/computer-hand-help-laptop-helping-2851285/>. Accessed 2 June 2019. [CC BY-SA 3.0]

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