



Tutorial:

Public Speaking & Preparation for PowerPoint Presentations

Rachael Tedesco Triccas Ba(Hons) (Melit.) MA HRD (Melit.)



Today's plan:

- Learn about Public Speaking
- Learn about preparing and delivering Powerpoint presentations
- Work on a preparing a short 4 minute preparation
- Watch presentations
- Closing + last feedback

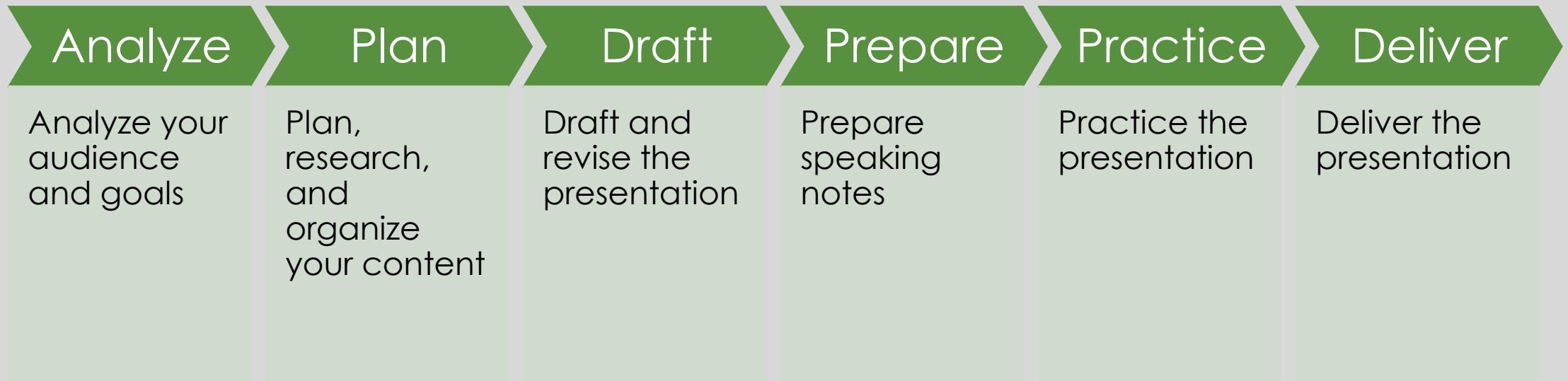
2 x 10 minute breaks

—

Are YOU
afraid of
public
speaking?



Guidelines for Presentations



1- Analyze Your Audience and Goals



Are these new concepts
for your audience?



Don't give boring recaps!



Outline presentation
goals



Compile the full task title, and assessment criteria



Establish goals, brainstorm your topic, and research materials



Take notes along the way



Save all relevant information and narrow it down later



Start thinking of what visuals you may include



Consider how long the presentation has to be

2: Plan, Research, and Organize Your Content

3- Draft and Revise

- Submission format: Do you also need to submit it in assignment form?
- Prepare research in bullet form
- Put key ideas in your slides
- Write slide notes (on paper or PowerPoint slide notes)

Prepare the first draft and then come back to it a day or two later and ask:

- Am I going on too long about minor points?

- Do I have good explanations and reasons for my main points?

- Should I be more or less informal in the way I talk?

- Do I need a better introduction or transition when I shift from one idea to another?

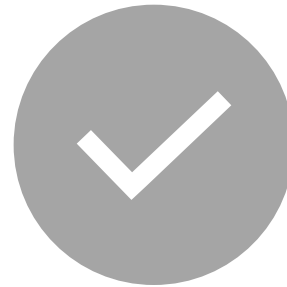
Visual Aids & Interactive Presentation

- Charts or graphs
- Maps
- Photos/ Images
- Videos
- 3d models
- Padel
- Mentimeter
- Youtube

Slide design



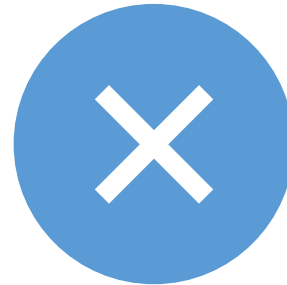
Minimize the amount of text



Adequate line spacing



Use graphs instead of tables of numbers

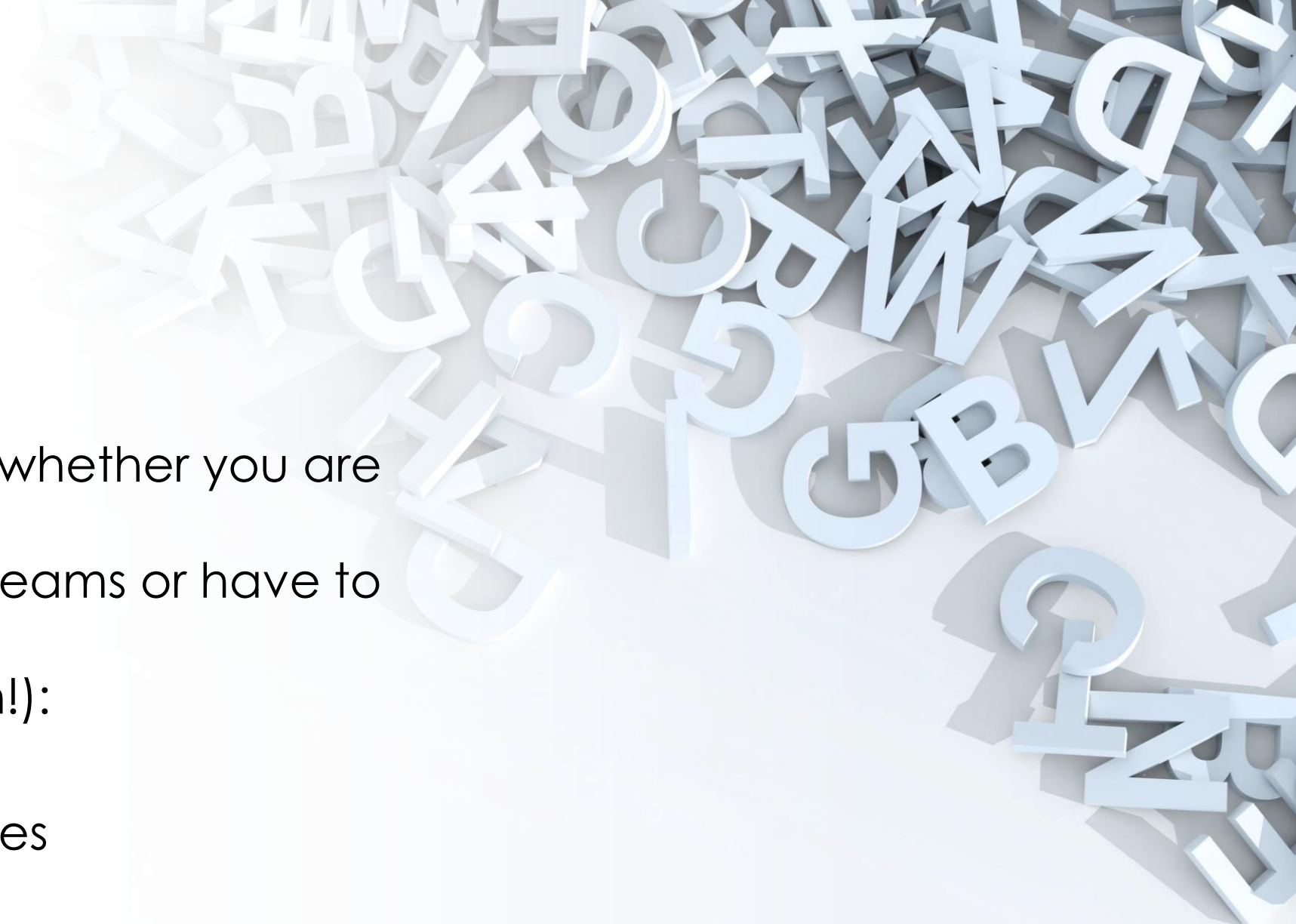


Don't use visual special effects such as dissolves or other transitions



Fonts

- Font size (depends on whether you are merely presenting on Teams or have to project to a big screen!):
- 32 or larger for headlines
- 20 or larger for supporting points



Use 'Design Ideas'

AutoSave On Task 2 Tutorial.pptx - Saving... Rachael Tedesco Triccas RT

File Home Insert Draw **Design** Transitions Animations Slide Show Review View Help Foxit PDF Share Comments

Slide Size Background Design Ideas

Themes Variants Customize Designer

18

- Font size (depends on whether you are merely presenting on Teams or have to project to a big screen!):
 - 32 or larger for headlines
 - 20 or larger for supporting points

Fonts

Click to add text

Design Ideas

- Font size (depends on whether you are merely presenting on Teams or have to project to a big screen!):
 - 32 or larger for headlines
 - 20 or larger for supporting points

Fonts

Click to add text

Click icon to add picture

Slide 18 of 24 English (Malta) Notes 43%


* This is a subscriber-only Microsoft 365 feature.

<https://tinyurl.com/mentimeterintro>

Mentimeter

Turn opinions

in real-time


into tangible data

mentimeter.com





Log in to your Mentimeter account

Seamlessly integrate your Mentimeter slides with your PowerPoint presentation to turn meetings, workshops, training, conferences or classes into interactive experiences that are fun for both you and your participants.

 with Facebook

 Log in with Google

or using email

Your email address

brienne@tarth.com

Your password

Very secret password

Log in

Log in with SSO

Don't have an account yet?
Sign up at [menti.com](https://www.menti.com)

LET'S TRY IT OUT!

Go to www.menti.com and use the code given on screen; in this case **2962 6667**



4- PREPARE SPEAKING NOTES



Brief outline of presentation



Point form or each on separate index cards



Important phrases and key words



When to change slide



Transition points to link ideas



How to open & close presentation





Presentation opening ideas

- A striking fact or example (illustrating an issue or a problem)
- A brief interesting or humorous anecdote (historical, personal, or current event)
- A question to the audience
- An interesting quotation

Presentation closing



Summary

Brief summary to pull ideas together



Challenge

Challenge the audience with a strong statement.



Impact

Plan a final sentence to make sure you don't end up fumbling

— 5- PRACTICE PRESENTING

- Similar setting (standing up in a room; Infront of a computer etc)

- Move your eyes around the room to the “audience.”
- The first time through, focus on putting your outlined notes into full sentences in your natural speaking voice
- Practice to find the right words to explain your points.
- Time yourself



Body Language

- Stand up straight and tall.
- Use hand and arm gestures **ONLY** if they are natural for you.
- Keep your eyes moving over (or above) the audience.
- Practice smiling and pausing at key points.



Polishing



- Record yourself or ask a friend to watch
- Speak naturally
- Don't keep looking at your notes.
- Be sure you can pronounce all new words and technical terms correctly.
- Transitions eg : "*Another* important reason for this is..." Eliminate "filler" words: "like," "you know," "well," and "uh." (A recording or a friend can help spot these!)
- Accident prep: It's ok if things go wrong!
Joke with the audience about it!

<https://tinyurl.com/juliantreasure>



JULIAN TREASURE

HOW TO SPEAK SO THAT PEOPLE WANT TO LISTEN



6 - DELIVER

- Easy on the coffee!
- Vocal warm up (Julian Treasure) and a few physical exercises to help you relive the tension.
- Look right above the people at the very back: This will make it look like you are looking at the crowd without actually looking at anyone in particular!
- Once confident enough; draw your eyeline down to individual people.





Let's take a break!

How do I use
PowerPoint?

PowerPoint

Recent

Yesterday

Office Etiquette

Accent Neutralization (2)

This Week

New Micro
Desktop

Last Week

Part 1

Pa

Older

Pa

Pa

Pa

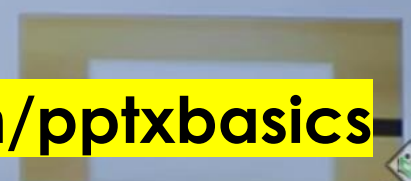
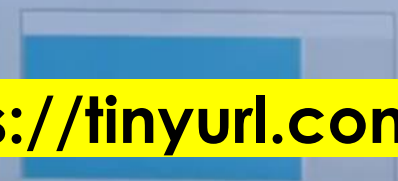
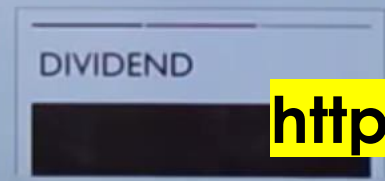
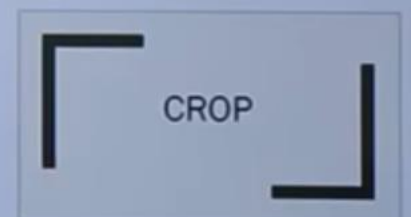
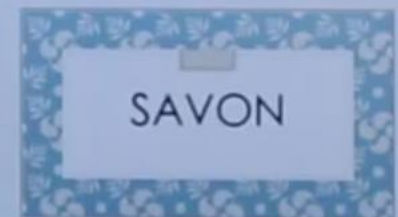
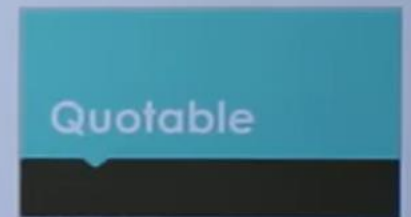
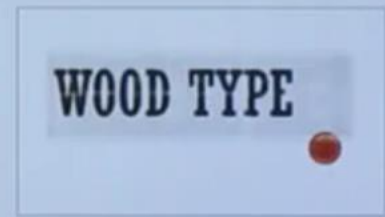
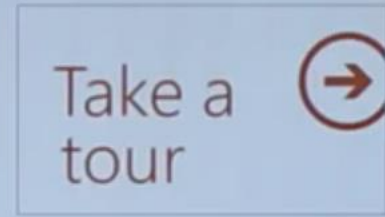
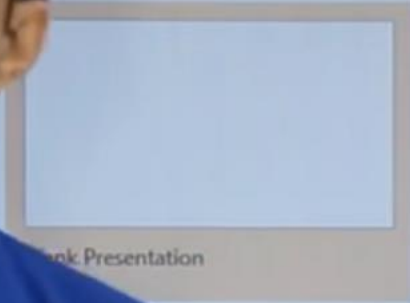
Open Other P

Search for online templates and themes

Sign in to get the most out of Office

Learn more

Suggested searches: Presentations Business Industry Education Labels Charts



<https://tinyurl.com/pptxbasics>



A modern office with glass walls and people working. The office is bright and open-plan, with several desks and people. One person is on the phone, another is sitting at a desk, and two others are talking. The background shows a large window with blinds and a colorful sticky note chart on a wall.

Practice Task

You have 40 minutes to prepare:

A 3 minute PowerPoint presentation about *** to present at the end of today's tutorial.

Use images, videos, and other functions you learned about today.

Do not hesitate to ask for further help!