Effective Presentation Skills

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Empowerment Technologies

At the end of the lesson, the students should be able to:

- Identify different types of presentation tools and be familiar with the use of slideshow presentations as an effective visual aid tool;
- Understand the advantages and disadvantages of different presentation tools;
- Present a report of quick tips in creating an effective presentation.

There are plenty of tools that you can use to present data. Whether it is scientific data, statistical, a book report or a classroom report, a presentation tool has you covered.

Pre-Lesson Activity

- Let us form 5 groups. Here are the Groupings: HUMSS C, HUMSS D, HUMSS F, STEM A, STEM B, STEM C)
- Each group will identify as many presentation tools that you know and determine the advantages and disadvantages of these.
- In addition, come up with some tips in creating an effective presentation.
- Write in a manila paper.
- Each group will present for 5 minutes.

Different Presentation Tools

1. Microsoft PowerPoint

- Microsoft PowerPoint is a powerful presentation software developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other office productivity tools. The program uses slides to convey information rich in multimedia.

1. Microsoft PowerPoint

- Originally designed for the Macintosh computer, the initial release was called "Presenter", developed by Dennis Austin and Thomas Rudkin of Forethought, Inc. In **1987**, it was renamed to "PowerPoint" due to problems with trademarks, the idea for the name coming from Robert Gaskins.

2. Prezi

- Prezi is a presentation tool that can be used as an alternative to traditional slide making programs such as PowerPoint. Instead of slides, Prezi makes use of one large canvas that allows you to pan and zoom to various parts of the canvas and emphasize the ideas presented there.

https://prezi.com

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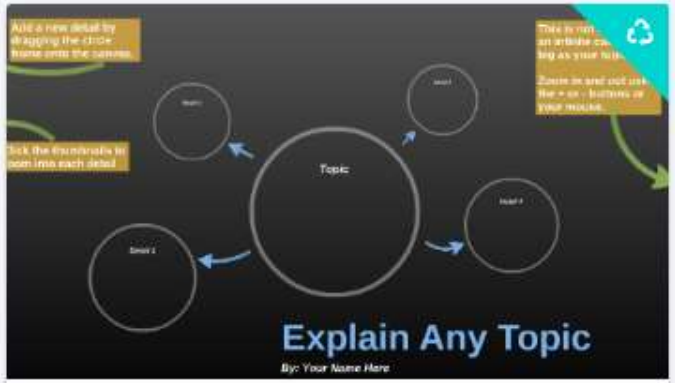

Explain Any Topic

Reusable design

Learn Prezi Fast

Reusable design

3. Apple Keynote

- **Keynote** is a presentation software application developed as a part of the iWork productivity suite by**Apple** Inc. **Keynote** 6.0 was announced on October 23, 2013 and is the most recent version for the Mac. On January 27, 2010, **Apple** announced a new version of **Keynote** for iPad with an all new touch interface.

3. Apple Keynote

- Apple Keynote Presentation Example
- Video Tutorial in Keynote

4. Google Slides

- Google Slides is an online presentations app that allows you to show off your work in a visual way.
- Here's what you can do with Google Slides: Create and edit presentations. Edit a presentation with friends or coworkers, and share it with others effortlessly.

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Making Presentations That Stick

A guide by Chip Heath & Dan Heath

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5. Haiku Deck

- Haiku Deck is a free app that makes presentations simple, beautiful, and fun. Haiku Deck Zuru is a powerful new application that uses artificial intelligence to instantly transform your ideas into beautiful presentations. Haiku Deck Zuru beta is available exclusively for Haiku Deck Pro subscribers.

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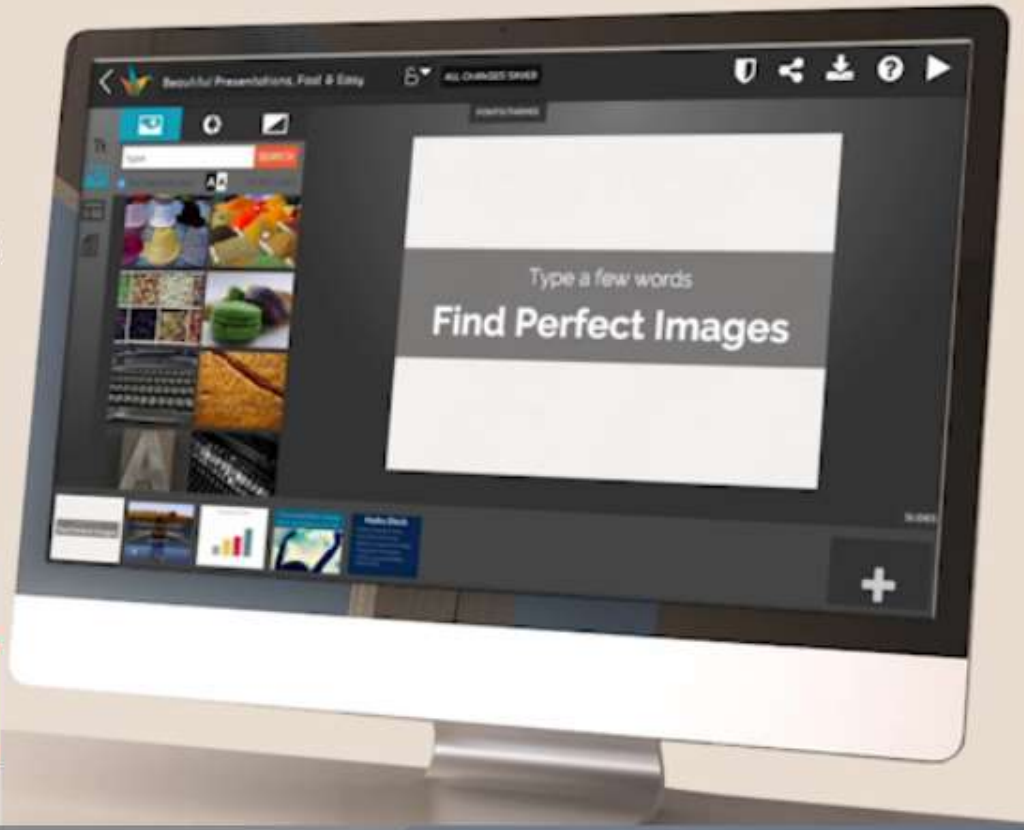

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Welcome Dennis

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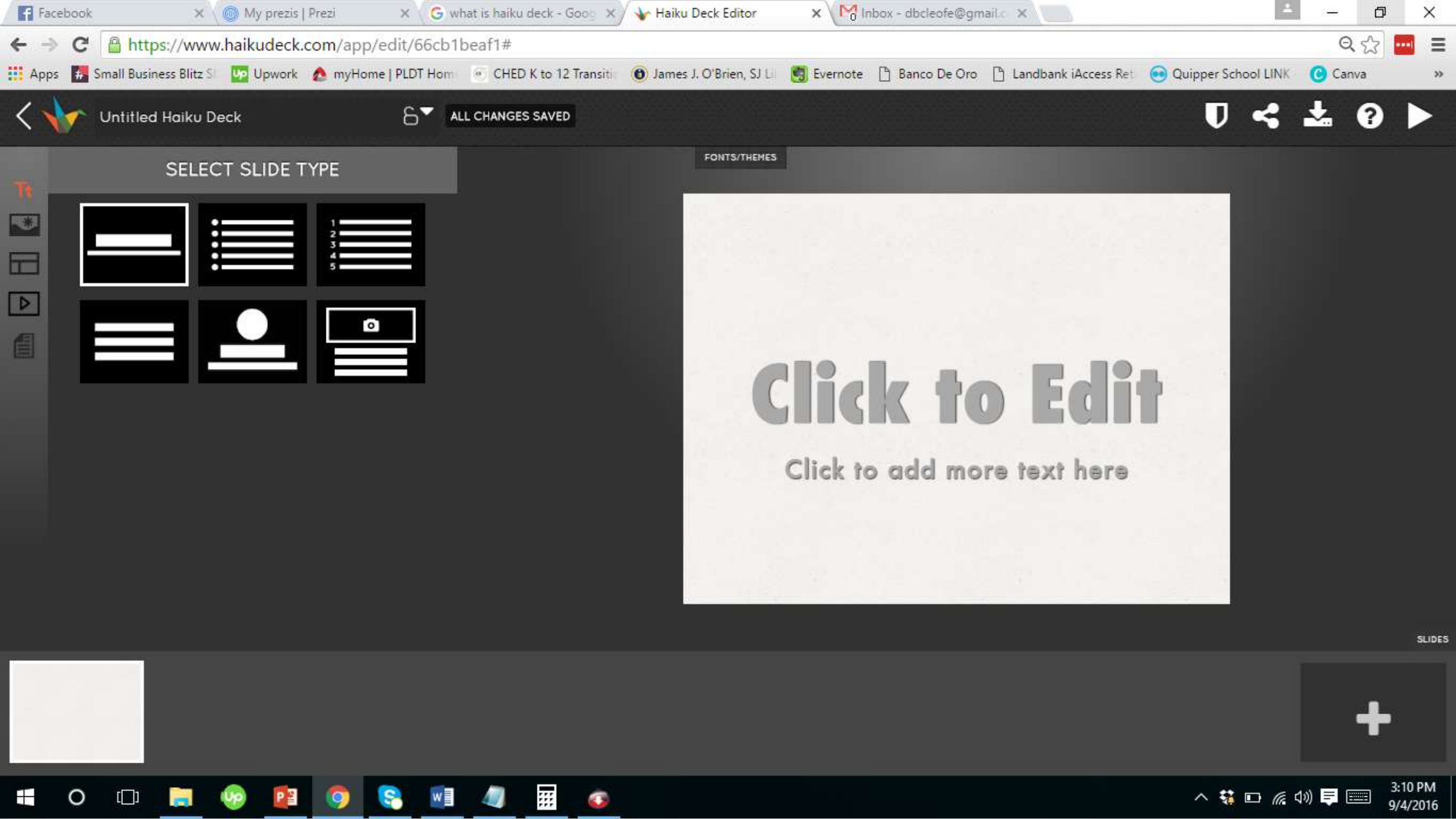
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6. PhotoSnack

- **PhotoSnack** is probably the best free slideshow maker and an incredibly easy app you can use to make slideshows with music.
  Choose **PhotoSnack** to share the important moments in your life with friends and family.

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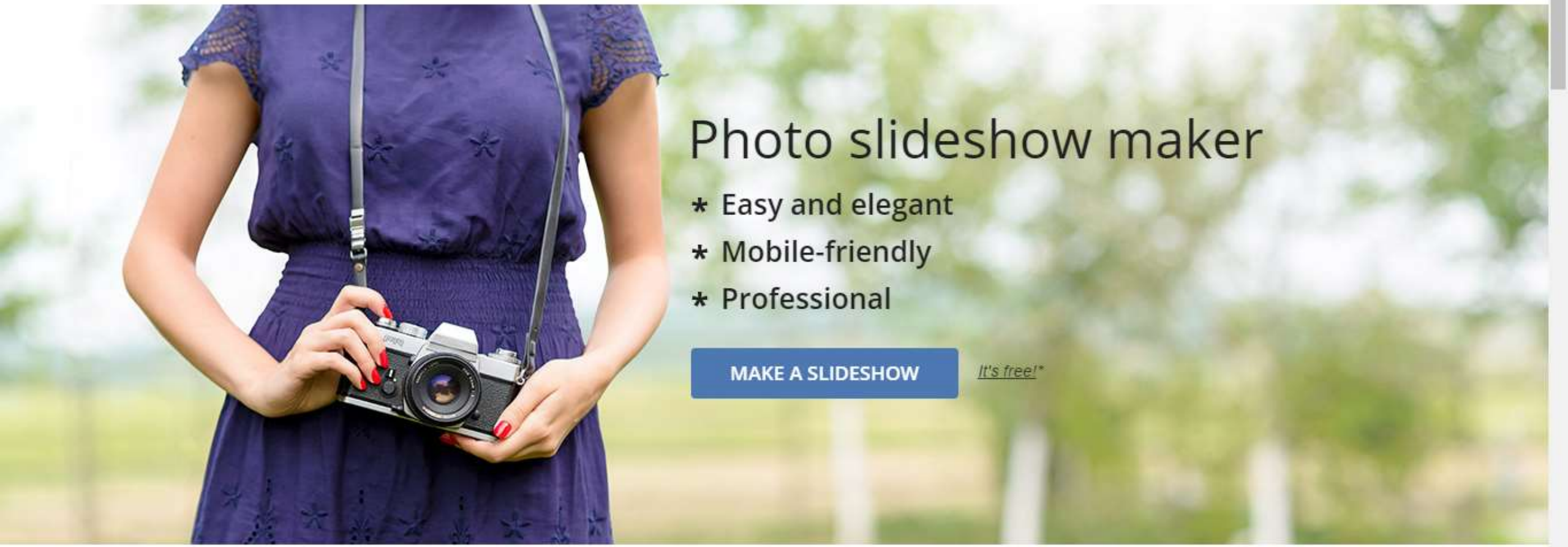

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Different Presentation Tools

- MS Powerpoint
- Prezi
- Apple Keynote
- Google Slides
- Haiku Deck
- Photosnack

Other Sites To Make Free Photo Slideshow Online With Music

Creating an Effective Presentation

1. Minimize

- Keep slide counts to a minimum to maintain a clear message and to keep the audience attentive. Remember that the presentation is just a visual aid. Most information should still come from the reporter.

Creating an Effective Presentation

2. Clarity

- Avoid being fancy. Use a font style that is easy to read. Make sure that it is also big enough to be read by the audience.
- A font size 72 is about an inch (depending on the screen size).
- A one inch-letter is readable 10 feet away
- A two-inch letter is readable 20 feet away.

Creating an Effective Presentation

3. Simplicity

- Use bullet points or short sentences.
- Ideally, just limit the content to six lines and seven words per line. This is known as the 6 x 7 rule.

Creating an Effective Presentation

4. Visuals

- Use graphics to help in your presentation, but not too many. Why?
- Instead of using table of data, use charts and graphs.

Creating an Effective Presentation

5. Consistency

- Make your design uniform. Avoid having different font styles and backgrounds.

Creating an Effective Presentation

6. Contrast

- Use light font on dark background or vice versa. This is done so that it is easier to read. In most instances, it is easier to read on screen if the background is dark. This is due to the brightness of the screen.

Summary

To create an effective presentation:

- Minimize the contents to maintain a clear message.
- Avoid being fancy.
- Keep things simple using bullet points or short sentences.
- Use visuals like charts and graphs.
- Be consistent by having uniform font styles.
- Be mindful of the contrast.

Assignment:

1. Discover how to use hyperlinks and embedding objects in Microsoft PowerPoint.
2. Those who have laptops, please bring them tomorrow.
3. We will create PowerPoint Games tomorrow.