

Developing Your Presentation and Public Speaking Skills pt5

Activate your true potential today!



Freedom Learning - for everyone for life!

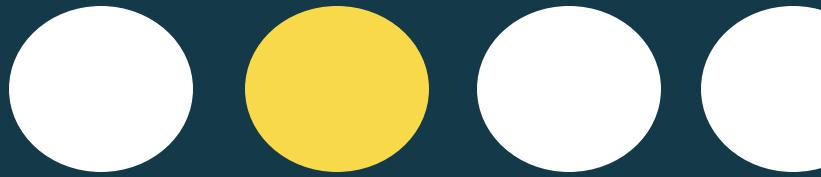


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Key Points Summary

The Role of Visual Aids

- You Are the Focus:
 - Your gestures, body language, tone, and delivery are the most impactful parts of your presentation.
 - The best presentations often don't rely on slides but on the presenter's ability to engage and inspire.
- When Slides Are Necessary:
 - Slides can be useful for conveying statistics, data, and key numbers.
 - Keep slides as a support tool, not the centerpiece of your presentation.

Designing Effective Slides

- Simplicity Is Key:
 - Avoid cluttered slides with too much text or detail.
 - Ensure slides are visually exciting and easy to follow.
- The 777 Rule:
 - No more than 7 lines of text per slide.
 - No more than 7 words per line.
 - No more than 7 slides for every 10 minutes of your presentation.
- Slides as Memory Aids:

Treat slides like memory cards—short points to keep you on track.

Using Slides Effectively

- Positioning:

Stand to the side of the screen so you don't obstruct the audience's view.

- Blanking the Screen:

Use the "blank screen" function (press the "." key in presentation mode) when you want the audience to focus on you instead of the slide.

- Remote Control:

Use a Bluetooth remote to change slides for better freedom of movement.

The Power of Practice

- Confidence grows with preparation and practice.
- Great presenters refine their skills over time and through experience.

Exercises

Exercise 1: Create a Simple Slide

- Design a slide for a key point in your presentation:
 - Limit text to 7 lines.
 - Use 7 words per line maximum.
 - Add a simple, visually appealing graphic or chart.
- Show the slide to a friend and ask for feedback.

What did you learn from the feedback?

Exercise 2: Practice with Slides

- Deliver a 2-minute presentation using 2-3 slides.
- Focus on:
 - Positioning yourself to the side.
 - Using the blank screen function when slides aren't needed.
 - Engaging with your audience directly.
- Record yourself and review your delivery.

Key learning from my review

Exercise 3: Use Slides as Memory Aids

- Prepare 5 slides for a 5-minute presentation.
- Include only short points or keywords on each slide.
- Practice delivering your presentation using the slides as cues.

Activities for Consolidation

Activity 1: Analyze Great Presentations

- Watch a professional presentation (TED Talk or similar).
- Take notes on:
 - How the presenter uses or doesn't use slides.
 - The simplicity and design of their visual aids.
 - How they engage the audience.
- Reflect on what you can apply to your own presentations.

Reflections and ideas

Activity 2: Slide-Free Presentation

- Deliver a 3-minute talk on a topic without using any slides.
- Focus on:
 - Body language.
 - Tone and delivery.
 - Audience engagement.

Key learning from this activity

Activity 3: Feedback Session

- Present a topic to a small group using slides.
- Ask for feedback on:
 - Slide design and clarity.
 - Your delivery and engagement.
 - Suggestions for improvement.

What can i do to improve ?

Additional Notes and Reflections

Use this section to jot down any additional tips, reflections, or personal experiences that resonate with you during your learning journey.

My Notes and Reflections

Summary

The best presentations strike a balance between visual aids and the presenter's ability to connect with the audience. Focus on simplicity, practice with intention, and let your personality and preparation shine through!

Good luck on your journey to mastering public speaking!

“Slides don’t make a great presentation—you do. Use them to support your message, not define it.”