POWERPOINT / KEYNOTE PRESENTATION

Purpose: Used for an oral presentation of information, instructions, reports and can includes graphics, links and other media.

- Research is prepared prior to constructing the final slides and notes.
- Each slide contains main ideas in abbreviated text, bullet points often used.
- Explanations for each point are added underneath the slide in the "Notes" field.
- Images highlight and complement the narrative.
- Links can be made to websites, media clips.
- Slide sorter can be used to rearrange slides to logically organise ideas / argument.
- Presentation should not be read from the slide.
- Understand your audience.

Detailed Bibliography should be included.

Prepare information, content and arguments with evidence before beginning Powerpoint. See attached slide show for ideas.

SLIDE PRESENTATIONS

USES

Can be used for
- Reviews
- Reports
- Demonstrations
- Storytelling

HOW TO DO IT

- Research your topic
- Organise ideas in the outline view
- Identify main aspects, abbreviate into points
- Record additional notes under notes area

STRATEGIES

- Use catchy phrases in titles
- Use images to complement your ideas
- Graphs, comics, tables and symbols can be useful
- Use animation selectively
- Be careful with colours and backgrounds

EDITING

- Use slide sorter
- Check overuse of animation or slide transition variation
- Have good contrast between text and background
- Be sure images area relevant to text
- Check spelling and grammar

PRESENTATION

- Preparing the slides is part 1
- Delivering the talk is part 2
    - Practise your talk and slideshow timing
    - Know your topic well
    - Have your notes to help you, don't read them

HAVE YOU CHECKED...?

- Content is accurate and relevant to task
- Written text is brief
- Images add to text
- Animation is interesting but not distracting
- Colours, styles are easy to read
- You are well rehearsed with your talk