

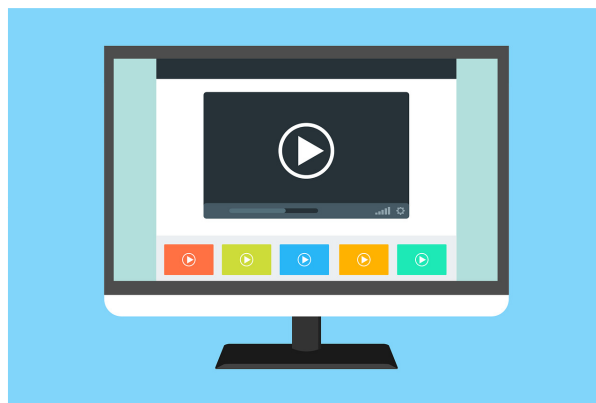


1

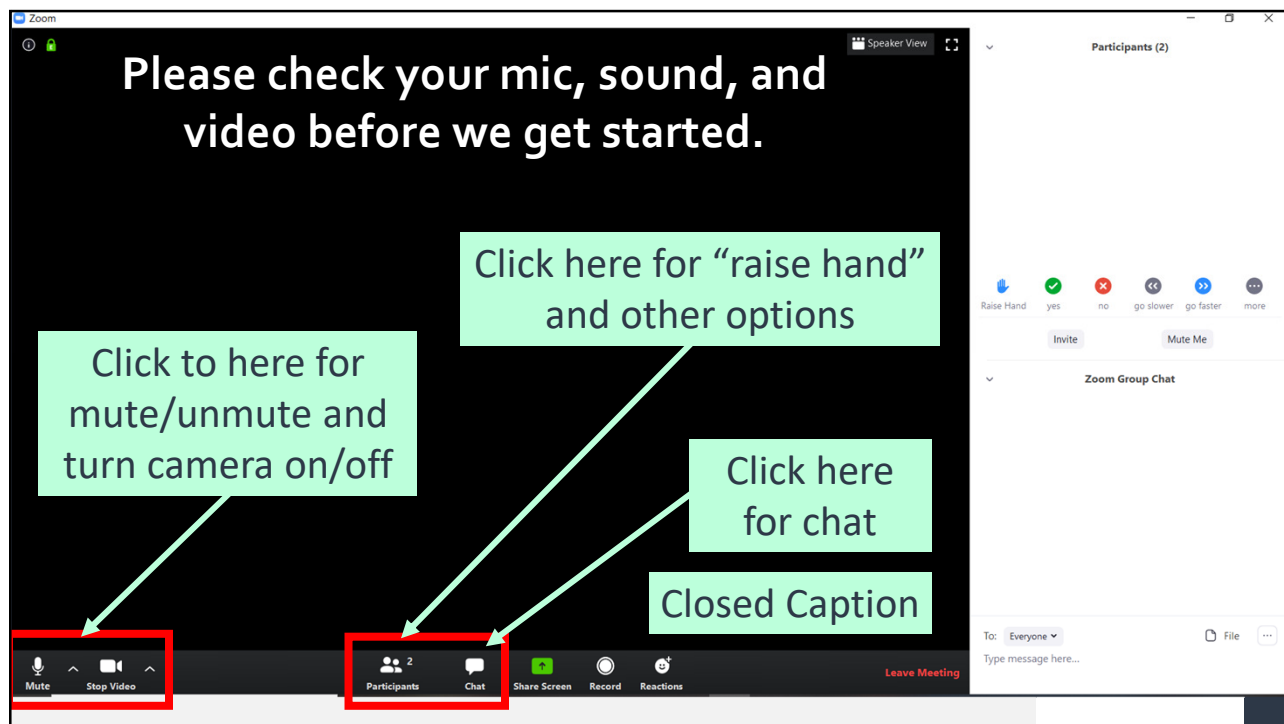
Today's Session is Being Recorded

The video and audio recording will be available on the WV LTAP website.

wvltap.org



2



3

The slide features a photograph of a woman with red hair and glasses, wearing a patterned shirt, standing in an office environment. The title "Presentation Objectives" is prominently displayed in a large, bold, black font. Below the title, a subtitle reads "Tips to deliver presentations virtually & in-person". A bulleted list contains two items: "Using PowerPoint effectively" and "Presentation tips and guidance". In the bottom right corner, the text "Polls 1 & 2" is visible.

4

Presenting is a requirement for many of us.

- Internal meetings
- Externally to the public, elected officials, or clients
- Conferences or business events



Work & Personal Life

5

**Fear of public speaking is common.
You're not alone.**

- Glossophobia
A fear of public speaking



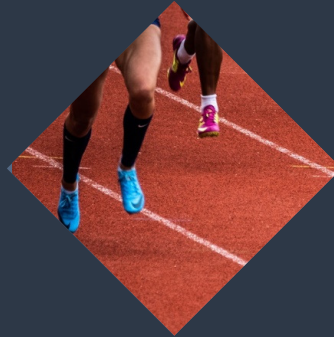
Poll 3

6

Presentation Parts



Beginning



Middle



End

7

PowerPoint is a **supporting** tool.

- Helps organize your presentation
- Helps convey your message
- Visual Impact



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Basic Rules

You are the main attraction.

Know your audience.



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Know Your Material...

Don't read slides word for...

Copies and Backups

Practice. Prepare

10

Font Sizes

Headlines – 28 pt and above

The words “Font Sizes” are 60 pt Corbel

Body Text – 18 - 36 pt

This is 24 pt Arial.

Avoid

Font size too small

See how hard this is to read. (10 pt. Arial)

Using too many font types

Using hard to read fonts

Vladimir Script

Broadway

Gigi Font

11

6 x 6 Rule

- Six lines maximum per slide
- Six words or less per line
- Readable from six feet



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What's Wrong With This?

THIS PAGE CONTAINS TOO MANY WORDS FOR A PRESENTATION SLIDE. IT IS NOT WRITTEN IN BULLET POINT FORM, MAKING IT DIFFICULT BOTH FOR YOUR AUDIENCE TO READ AND FOR YOU TO PRESENT EACH POINT. THIS SLIDE COULD BE BROKEN DOWN INTO BULLETS, WHICH WOULD MAKE INFORMATION MUCH EASIER TO DECIPHER AND READ. IN SHORT, YOUR AUDIENCE WILL SPEND TOO MUCH TIME TRYING TO READ THIS PARAGRAPH INSTEAD OF LISTENING TO YOU.

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Example Layout Slide

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Trey Research

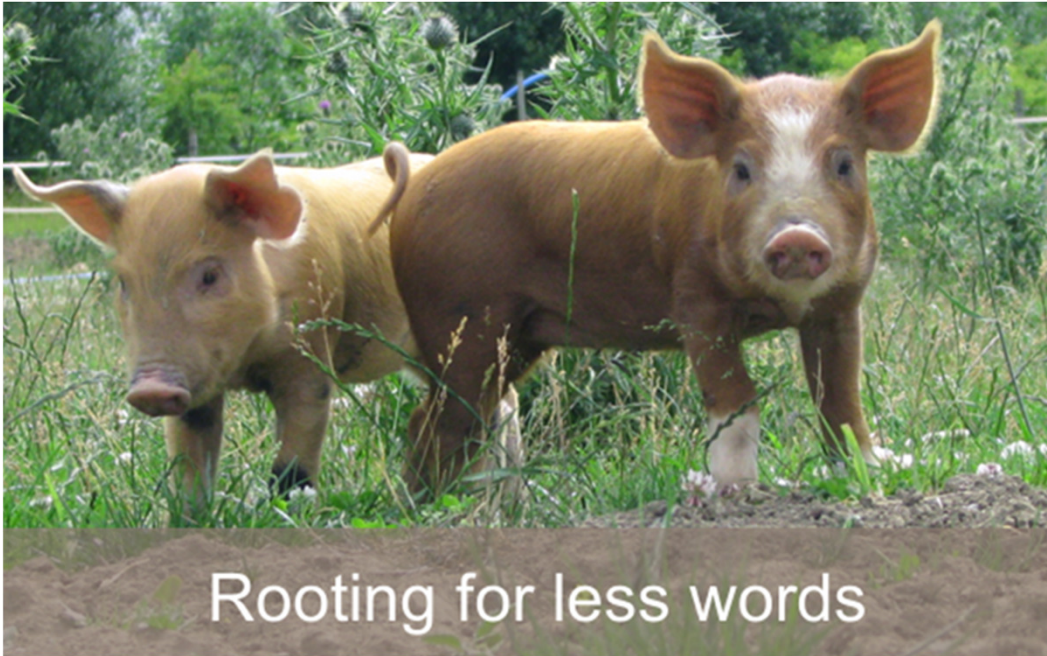
- Nulla a erat eget nunc hendrerit ultrices eu nec nulla. Donec viverra leo aliquet, auctor quam id, convallis orci.
 - Sed in molestie est. Cras ornare turpis at ligula posuere, sit amet accumsan neque lobortis.
 - Maecenas mattis risus ligula, sed ullamcorper nunc efficitur sed.

Competitive Service

- Praesent venenatis quam tortor, viverra nunc rutrum.
 - Maecenas malesuada ultricies sapien sit amet pharetra.
 - Nunc tempus, risus sodales hendrerit, arcu dolor commodo libero, a sollicitudin quam nulla quis lectus. In at porta mauris.

14

14



15

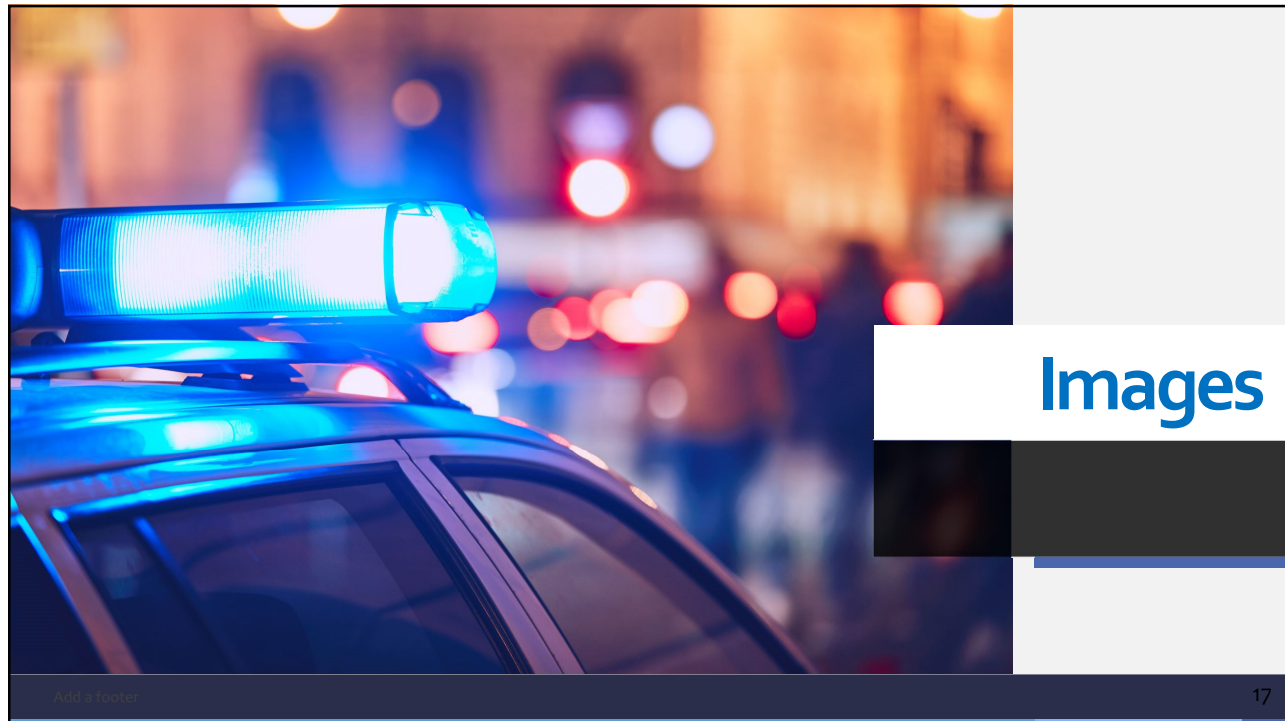
Proofread!



Add a footer

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Images & Videos

- Choose appropriately for the slide and theme
- Use your own or from a stock photo site
- Quality vs size
- Embedded videos sometimes lag
- Copyright Law vs Fair Use



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- Very steep road intersecting with another narrow road that has on-street parking.
- Lots of vegetation and the roads border a park.
- Wildlife is also abundant in the area.



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**Color**

Add a footer

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COLORS

- Dark on Light – OR – Light on Dark
- Choose warm or cool themes
- Stray from only certain color patterns
 - Red/Green
 - Blue/Yellow



This slide used with permission. Garrett Wheat, Ph.D., Louisiana DOT.

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Contrast



This slide used with permission. Victoria Beale, Ohio LTAP.

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Contrast



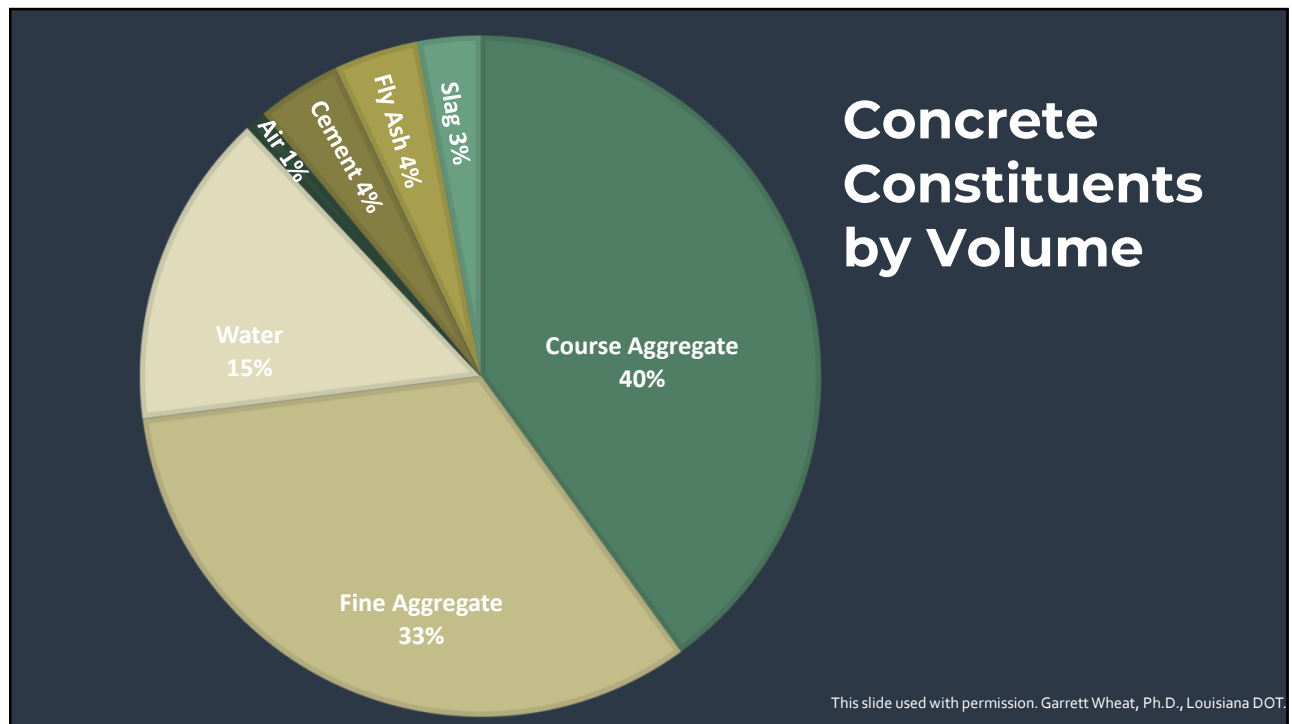
This slide used with permission. Victoria Beale, Ohio LTAP.

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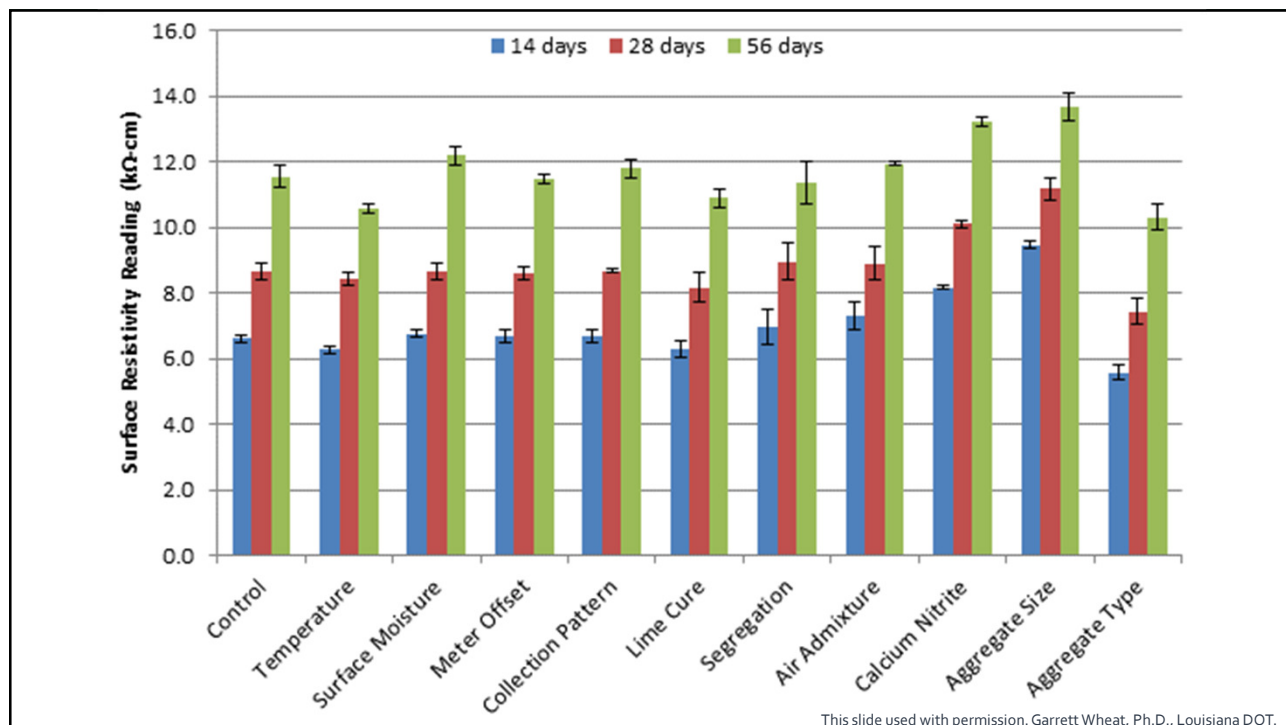
Charts & Graphs

- Help break down complex information
- Choose correct type
- Visuals **MUST** be VISUAL
- One per slide

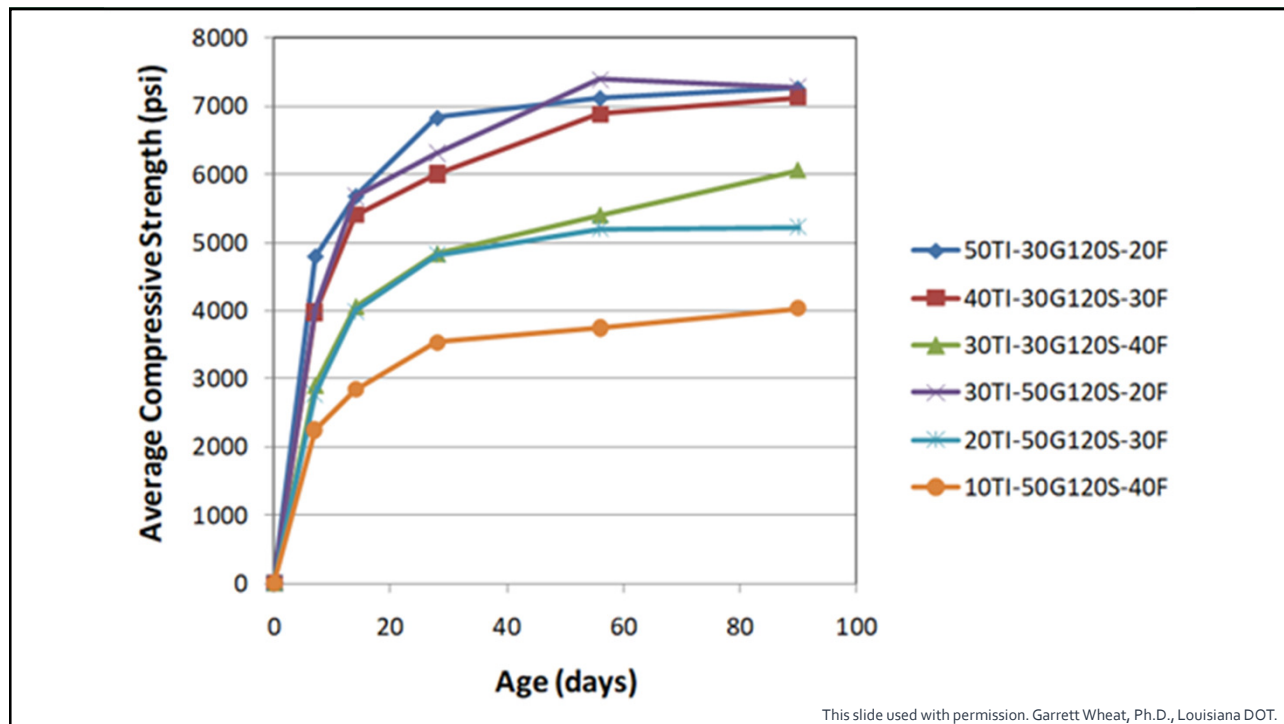
24



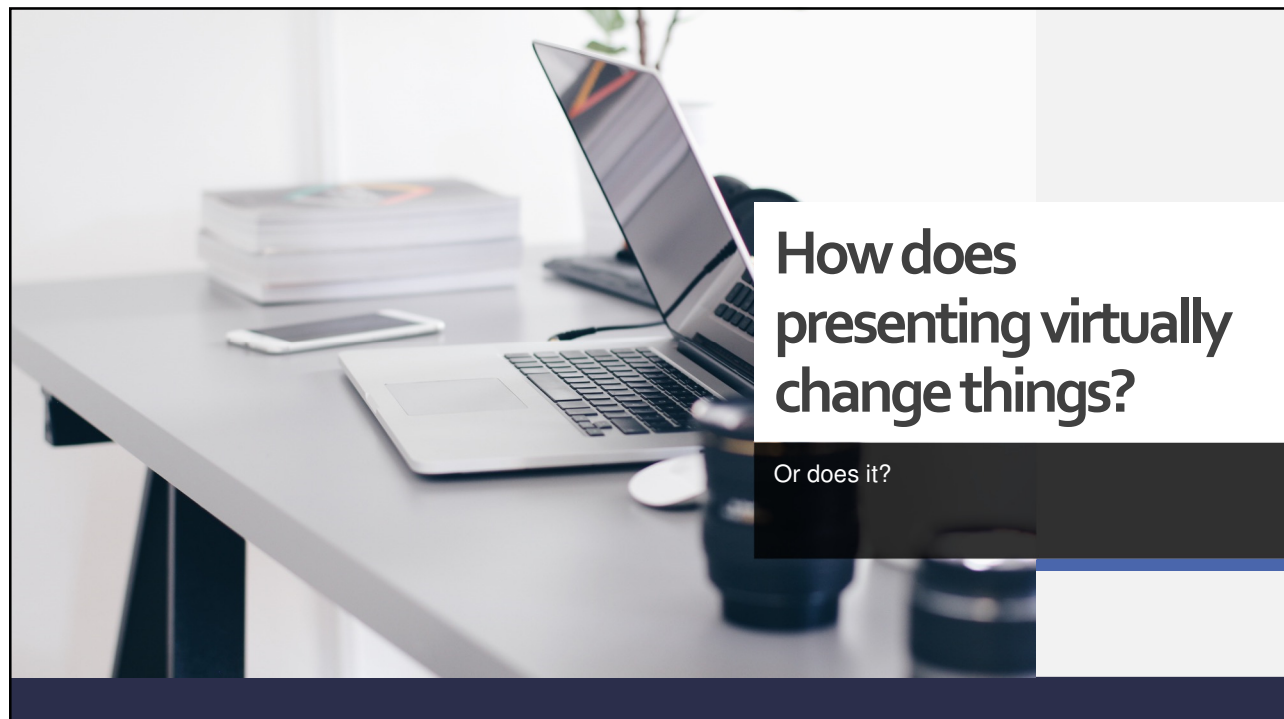
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Virtual Presenting Challenges

- Different platforms
- User issues
- Internet challenges
- Environment challenges
- Lacking audience cues
- Uncomfortable seeing yourself



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The screenshot shows a Zoom meeting window. The main video area displays a black screen with white text: "Please check your mic, sound, and video before we get started." Below this, a toolbar contains icons for Mute, Stop Video, Participants, Chat, Share Screen, Record, and Reactions. The bottom right corner has a "Leave Meeting" button. On the right side, there is a "Participants (2)" panel and a "Zoom Group Chat" panel. Several callout boxes with arrows point to specific controls:

- A box labeled "Click to here for mute/unmute and turn camera on/off" points to the Mute and Stop Video icons.
- A box labeled "Click here for 'raise hand' and other options" points to the Participants icon.
- A box labeled "Click here for chat" points to the Chat icon.
- A box labeled "Explain CC" points to the Reactions icon.

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Add a footer

Presenting Tips

Environment & Personal Presentation

- Again, be aware of your environment.
- Dress in similar, professional manner
- Look in the mirror before going live.
- Watch your allotted time.

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Add a footer

Presenting Tips

Verbal and Nonverbal

- Avoid filler words and phrases
 - Uh/Um
 - You know
 - Like
 - So
- Maintain effective eye contact

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Presenting Tips

Verbal and Nonverbal

- Computer monitor at eye level
- Do not cross your arms or put your hands in pockets.
- Be aware of voice tone, speed, volume
- Try not to wobble, sway, or swivel

Add a footer


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What if you don't know the answer?

What is one question you hope no one asks?

Do not make something up!

"That is an excellent question and one we have not fully addressed. While we do not have an answer at this time, we will look into this issue more and get back with you."



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Resources

You don't have to start from scratch.



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Resources

Pexels.com

Unsplash.com

Pixabay.com

Microsoft's built-in themes

Slido.com

4 PowerPoint Tricks You Don't Know
(5 minute video)

<https://www.youtube.com/watch?v=05OW0Ce8rT8>

Nuts & Bolts Speed Training YouTube Channel



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Summary & Questions

What did you learn?

Minimize text
Incorporate photos
Practice presenting
Know your audience



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Thank You

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TRAINING

We post all of our upcoming training events on our webpage. Visit the home page or the training calendar.



wvltap.org