

## Designing and Delivering Oral and Online Presentations

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## Building Your Career with Oral Presentations

Display Your Skills

Think on Your Feet

Grasp Complex Issues

Handle Challenges

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## The Three-Step Process

Planning

Writing

Completing

Analyze Situation

Gather Information

Select Medium

Get Organized

Adapt to the Audience

Compose the Message

Revise

Produce

Proofread

Distribute

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## Planning Presentations

|                          |                             |
|--------------------------|-----------------------------|
| Analyze<br>the Situation | Gather<br>Information       |
| Select<br>the Medium     | Organize the<br>Information |

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## Analyzing the Situation

| Purpose     | Audience               |
|-------------|------------------------|
| Inform      | Emotional State        |
| Persuade    | Language Issues        |
| Collaborate | Specific Circumstances |

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## Selecting the Medium

| In-Person Presentations   | Electronic Presentations  |
|---|---|
|  |  |

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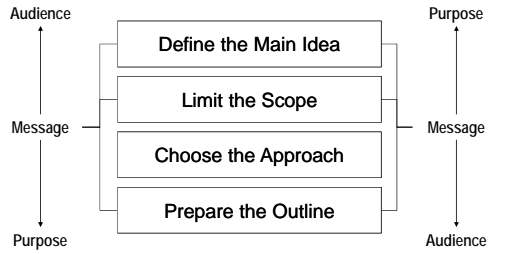
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# Organizing Presentations



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# The Planning Outline

- I. State purpose and main idea
- II. Organize major points and subpoints
- III. Identify introduction, body, close
- IV. Show your connections
- V. Show your sources
- VI. Choose a title

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# The Speaking Outline



- Follow Planning Outline
- Use Keywords
- Add Delivery Cues
- Arrange Your Notes

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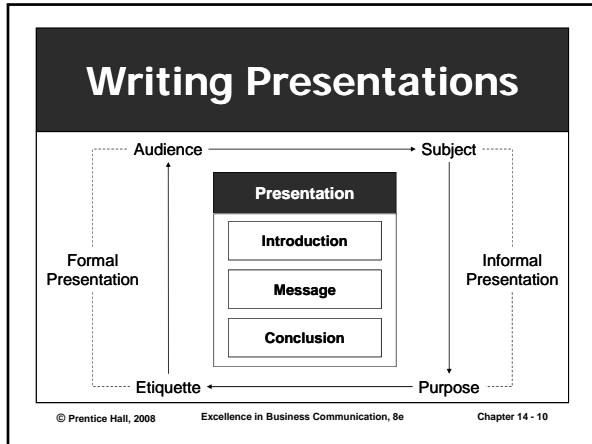
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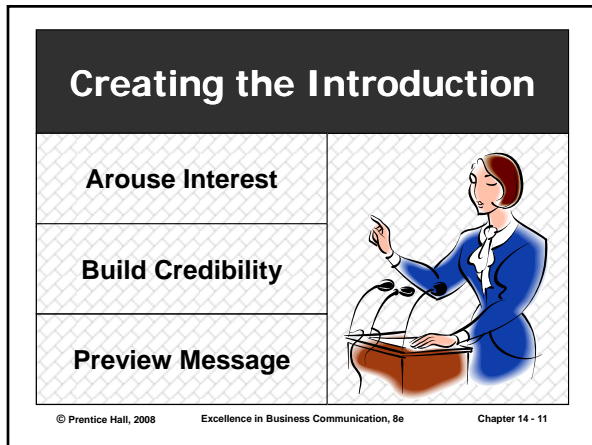
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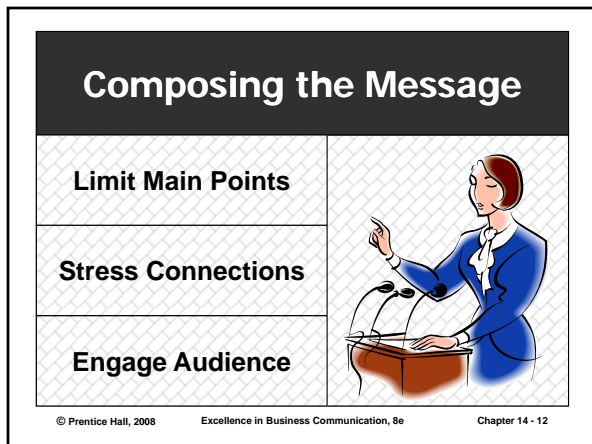
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## Writing the Conclusion

|                            |   |
|----------------------------|---|
| <b>Restate Main Points</b> |  |
| <b>Describe Next Steps</b> |   |
| <b>Close Presentation</b>  |   |

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## Planning Visual Aids

|  |                           |
|--|---------------------------|
|  | <b>Quality and Impact</b> |
|  | <b>Audience Learning</b>  |
|  | <b>Professional Image</b> |

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## Selecting Visual Aids

|                            |   |
|----------------------------|---|
| Overhead Transparencies    |  |
| Electronic Presentations   |   |
| Chalkboards or Whiteboards |   |
| Flip Charts or Flip Books  |   |
| Other Visual Combinations  |   |

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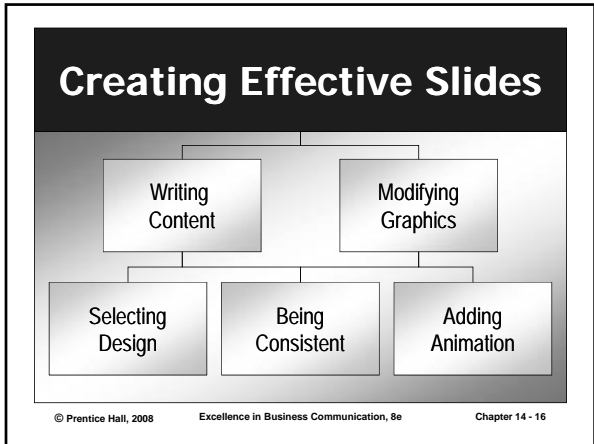
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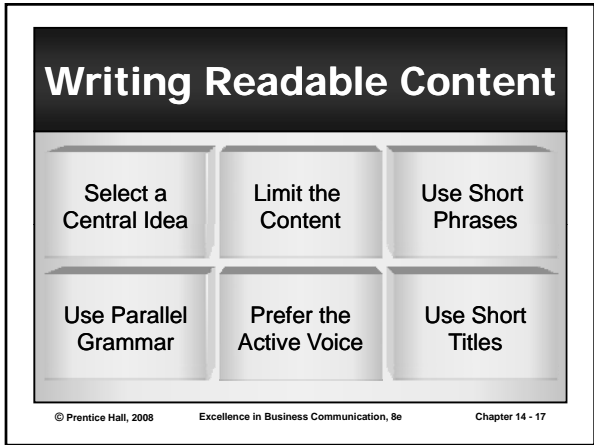
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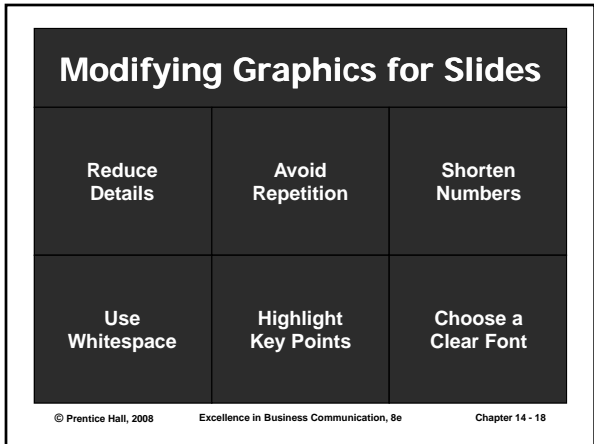
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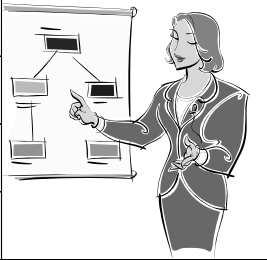
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## Selecting Design Elements

|                       |   |
|-----------------------|---|
| Color Schemes         |  |
| Background Designs    |   |
| Artwork and Visuals   |   |
| Fonts and Type Styles |   |

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## Achieving Consistency

| Slide Master Feature | Layout Templates |
|----------------------|------------------|
| Color Choices        | Bulleted Lists   |
| Font Styles          | Charts           |
| Design Elements      | Graphics         |

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## Adding Animation and Special Effects

|                           |   |
|---------------------------|---|
| Functional Animation      |  |
| Transitions and Builds    |   |
| Action Buttons/Hyperlinks |   |
| Multimedia Elements       |   |

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## Presenting Online

| Advantages   | Disadvantages     |
|--------------|-------------------|
| Global Reach | Limited Feedback  |
| Cost Savings | Technology Issues |
| Convenience  | Training Issues   |

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## Online Presentations

|                               |                             |                               |
|-------------------------------|-----------------------------|-------------------------------|
| <b>Send Preview Materials</b> | <b>Keep Content Simple</b>  | <b>Seek Frequent Feedback</b> |
| <b>Consider the Audience</b>  | <b>Ensure Compatibility</b> | <b>Allow Time to Connect</b>  |

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## Completing Presentations

|                               |                    |                    |
|-------------------------------|--------------------|--------------------|
| Finalizing Slides and Support | Preparing to Speak |                    |
| Practicing Your Delivery      | Overcoming Anxiety | Handling Questions |

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## Finalize Slides and Support



|                   |
|-------------------|
| Title Slides      |
| Agenda Slides     |
| Navigation Slides |

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## Finalize Slides and Support



|                     |
|---------------------|
| Handouts            |
| Backup Equipment    |
| Backup Presentation |

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## Preparing to Speak

|                       |                     |
|-----------------------|---------------------|
| ← Speaking Occasion → |                     |
| Memorizing            | Reading             |
| Impromptu Speaking    | Speaking From Notes |
| ← Subject Matter →    |                     |

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## Practicing Your Delivery

Present Naturally

Rehearse the Speech

Check the Equipment

Introduce the Slides

Track Your Time

Anticipate Questions

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## Overcoming Anxiety



- Control nervousness
- Practice for success
- Prepare extra material
- Think positively
- Visualize success
- Take deep breaths

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## Overcoming Anxiety



- Be ready to go
- Don't panic
- Get comfortable
- Focus on the message
- Seek friendly faces
- Keep on going

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## Responding to Questions

Focus on the  
Questioner

Control the  
Situation

Encourage  
Questions

Respond  
Appropriately

Survive the  
Hot Seat

Conclude  
the Presentation

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