Effective Oral Presentations

Workshop 4: Giving Visually Attractive Presentations

CDTL Learning for Success Workshop

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A. Workshop 1: Preparing a Successful Presentation
   1. Identify the topic and objectives
   2. Analyse the audience and occasion
      i. Identify audience motivations
      ii. Understand the occasion
   3. Gather ideas and organize the points
   4. Make the points memorable

B. Workshop 2: Keeping Your Audience with You
   1. Start well
   2. Phrase your ideas for your audience
   3. Link your points memorably
   4. End strong

C. Workshop 3: Delivering Confidently
   1. Vocal quality
   2. Visual impact
   3. Valuable tips

D. Workshop 4: Giving Visually Attractive Presentations
   1. **Purpose**
   2. **Design**
   3. **Technique**
Purpose

A. Purpose of Visual Aids

1. **Catch** the audience’s attention
2. **Maintain** interest
3. Illustrate **hard to visualize** ideas
4. Improve **comprehension** and **retention**
5. **Make you** a better presenter

B. Activity – *Create a summary slide for the five purposes of visual aids.*
A. Design Principles

1. Three dimensional, pictorial, graphical

2. Main points only
   a. One key idea per slide
   b. Use text to reinforce not repeat your points

3. Large enough to be seen

4. Clear - should make your point immediately easier to understand
   a. alignment
   b. contrast
   c. proximity
   d. repetition

5. Easy navigation

B. Activity – Evaluate the following slide designs.

1. Samsung T500

   • Dual Screens
   
   Internal Screen
   • 128 by 128-pixel high-resolution LCD Screen.
   • 65,000 colours
2. Counter Strike

Summary of first part

- Overview of Counter-Strike
  1) Four types of scenarios and various weapons and equipment
  2) Four Special features different from other games
- Many ways to play Counter-Strike

3. IVLE

Be a successful NUS student through IVLE

What is IVLE? → Benefits of IVLE → Summary
Mind | Mouth | Limbs

Broaden Understanding

4. SafeMessage

![Graph showing data for Malaysia, Singapore, and International from 1998 to 2003]
Technique

Before the presentation

1. Check all visuals/equipment before starting your presentation
2. Check lines of sight
3. Practice using visuals/equipment
4. Incorporate last-minute changes

During the presentation

1. Don’t distribute anything
2. Do not block anyone's view
3. Speak then show
4. Maintain eye contact
5. Print a copy of the visuals
6. Reveal progressively
7. When pointing out something on the screen, use TTT
   Touch
   Turn
   Talk
8. Remove the visual when you are done