



Effective Professional Presentations

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Using PowerPoint in the Classroom and Beyond

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Microsoft PowerPoint enriches all curriculum areas by using visuals and bulleted items to clarify, visualize, emphasize, organize, and summarize information. However, it takes more than just using PowerPoint to get a point across to the audience. You need to know your audience, determine time allotted, plan your talk and how it will be delivered, design a presentation that enhances the topic instead of distracting from it, and then practice. PowerPoint presentations can enhance the effectiveness of interactive classroom lectures or speeches to huge audiences. Modeling strategies, emphasizing main points, or using graphics and animations reach a variety of learning styles. From a student's perspective, class material is far more legible and interesting than hastily scribbled notes on an overhead or whiteboard. Students use PowerPoint as oral presentations to enhance their written work.



Reference!

You can create a slide presentation quickly and easily with PowerPoint. Output options include 35 mm slides, overhead transparencies, presentations using a projector or connected to a TV monitor or videotaped to view later.



Reference!

Understanding the goal for the presentation is the most important aspect for you to be a success. If you assume the goal is to inform only, but the audience needs to be persuaded to do something, you may not be successful.

Uses for Slide Presentations in the Classroom

1. Supports lectures or student presentations by highlighting key points.
2. Presents tips and outlines.
3. Presents examples of what to expect.
4. Stimulates interest by use of clipart, charts, videos, animations, sound that support the topic.
5. Displays assignments and due dates.
6. Allows ability to update on the spot and to make important announcements.
7. Projects examples of activities to be done continuously so students can refer to them.
8. Students present their findings, develop their speeches, or work collaboratively to share their projects.

Determine Type of Goal

- Persuade**
- Inform**
- Facilitate**
- Inspire**
- ?**



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