Content Prep Tips

► Consider Aristotle's elements of logos (head); pathos (heart); ethos (persona/credibility).

► Prepare an engaging beginning. Consider posing a stimulating rhetorical question; setting up a puzzle or challenge; making a provocative comment (not necessarily endorsed).

► For reporting research, follow the basic outline: issue; lit review; methodology; findings; and conclusions/recommendations.

► Weight of each section will vary by audience.

► Yet nice to make it flow more as a narrative, an intellectual adventure or detective story.

► Prepare a strong finish: Something memorable, signaling the conclusion (a bit slower with some thoughtful pauses) without saying "the end."

Delivery Tips

► Adequate practicing and rehearsing is essential – with special attention to the start and finish.

► Watch the clock. Stay within allotted time.

► Double check the room and all equipment

► Jitters: Memorize first minute word for word; take three deep breaths; pause and smile at audience before beginning; plus prior practicing.

► Own the room: stand away from podium; stand solid (feet planted hip-distance apart); stall tall; hands apart while taking with natural gestures.

► Good eye contact: look around slowly at every-one in the room (as little as possible at screen).

► Give short talks without using notes.

► Project voice clearly; sentences have periods.

► Have fun: easy, upbeat energy, some smiles.

PowerPoint Tips

DESIGN

► Clean uncluttered background and layout

► Built-in themes Adjacency and Office are not bad, but at least use different palette/fonts.

► Sans-serif font — ideally 25 point size or lager

► Minimize the amount of text & bullets per slide.

► A few bullet slides (6 x 6; or even 7 x 7) are OK.

► Add interest to text slides with a good graphic.

► Consider a few big, relevant, informative photos.

► Consider SmartArt to illustrate relationships.

► Consider incorporating audio or downloaded video clips; try to avoid reliance on live internet.

► Try to achieve overall visual continuity.

► Also make data charts uncluttered, same palette.

► Create a memorable ending slide (perhaps a striking photograph) and/or a summary slide suitable useful to stay up during Q&A.

INTERACTION

► For most slide transitions, use "fade smoothly"

► Use subtle, bullet-by-bullet reveals to keep the audience fully in sync with your remarks: Animations/Fade/Effect Options>Paragraph (but resist dizzying, distracting animations).

► Use a simple remote; bring a spare battery.

► Remember the Ⓑ key will toggle blank screen.

SAVE FORMAT

► After completing the final version (pptx), save a copy as a ppsx file to open into sideshow mode.

► Embed fonts in presentation (File/Options/Save).

► If the client wants a stand-alone PPT, provide a second version with more text and tables added.

Top Capstone Speaking Goals

▶ Eyes: Good eye contact

▶ Voice: Strong voice projection

▶ and sentences end with vocal periods

▶ Body: Solid posture (away from podium)

▶ Overall: Positive energy

▶ Speak with few or no notes

▶ Effective, uncluttered PowerPoint