

Personality Before Techniques – 6 Tips for PowerPoint Presentations



Is this familiar to you – boring presentations overloaded with numerous PowerPoint slides being read to you (insulting your ability to read!), irritating animations and barely legible graphs? PowerPoint can be a good tool to support a presentation to a large audience. However, to be effective this tool must be used with a sense of proportion. Here are 6 tips for using PowerPoint in your presentations.

1. The Person is the Focus – Techniques Should Support

The personality of the speaker should not be suppressed by the tools. At the beginning, make contact with the audience before starting your PowerPoint presentation. Intentionally break away from your slides in order to call the audience's attention to something. Keep good eye contact with your audience and don't focus your eyes on your slides. Place your computer so that you can control the presentation and face the audience at the same time.

2. Less is More

Avoid the use of extensive text, fanciful animations, too many colours and too many pictures in your slides.

3. Offer Variety

Interrupt your PowerPoint presentation and change the medium deliberately. Choose another location on the stage and tell a story; start a small discussion; or, use a flipchart. This keeps your presentation vivid and alive.

Less is More!

Basic Rules for the Set-Up of a PowerPoint Presentation

- Use prominent and attention-getting Headers.
- Use consistent font types and sizes: minimum font size - 20 pt.; use master slides.
- Restrict text to bullet points only – not complete sentences – just key words.
- Remember the 5 x 5 Rule: not more than 5 lines per slide, not more than 5 words per line.
- Leave at least 25% of the slide clear.
- Use animation sparingly.

4. Use a Remote Control

A remote control allows you to move around and still change the slides easily. A laser pointer integrated in the remote control is helpful.

5. Flexibility by Using Hot Keys

The following 'hot' keys are helpful to know in case of unplanned interruptions:

- type 'w' this will give you a white screen
- type 'b' this will give you a dark screen
- insert 'slide number' + 'enter' this will move you to a selected slide.

This allows you to react to questions from the audience quickly by moving to an appropriate slide. In addition, it is useful to stay flexible in case of last-minute organisational changes, including a reduction of your presentation time.

6. Have an Emergency Plan

Technical problems are bound to happen from time to time. Be prepared. Prepare a hand-out or overhead slides to use when problems occur.

BEITRAINING® can help you to become more confident and comfortable with presentations and speeches with the **Professional Presentation Skills**® (PPS) programme. Please contact us for more information.

Quotation of the Month:

"It is not enough to talk the language. You have to talk to the people."

(Stanislaw Jerzy Ley, Polish poet)

BEITRAINING® opens in Wiesbaden, the Hessian capital

Susanne Paul has joined **BEITRAINING**® as the Regional Training Centre Manager for the region of Wiesbaden-Rheingau, Germany.



Mrs. Paul started her career as an apprentice in wholesale and foreign trade. Later, she was Managing Director and Partner of a Fair Sales Agency and a Jeweller. Since 1998 she has worked in banking, finishing in the position of Manager of Electronic Banking.