

Getting your Talk off the page / screen

Your talk is not a talk as long as it exists only as words on the page or on the screen. It only becomes a talk when you start speaking it. More on that in the section on rehearsing, but the first step in getting it off the page is to use techniques to engage and involve the audience.

1. Seeing / saying / doing aids information retention more than just listening to it

2. Different people retain information in different ways so it's a good idea to present your information in a variety of ways.

3. How will you achieve the impact you want? Consider using some of these:

- Questions and quizzes
- Diagrams, charts, graphs, statistics
- Pictures, cartoons
- Colour
- Examples and analogies
- Video/DVD/ CDs
- Props or 'Real' models people can handle
- Some audience participation – group or pair work needn't be intimidating
- Flipchart work
- Handouts

- Humour

.....and then we come to Powerpoint.....

Please don't fall into the trap of thinking that Powerpoint slides are a presentation. You are the presentation. Powerpoint is there as a visual aid, just as many of the tools listed above are.

That being the case, think very carefully about how you are using PowerPoint. Some general Do's and Don't's:

DO	DON'T
Use it to help convey your message	Use it as a prop
Consider the PowerPoint presentations you have seen. What makes them effective? What makes them distracting and boring?	Reproduce your talk word for word on the slides. If you are going to do this you might as well give the audience the slides and let them read them.
Use images, videos, things to help convey your message	Use too many bullet points
Make sure whatever you put on your slides is big enough to be visible to the audience	Put lots of text on slides
Use animations with care – are they helping or distracting?	