

Elements of a Good PowerPoint Talk

A "PowerPoint Talk" can be a

- Lecture to a class,
- A formal or fun speech to an audience, or
- A technical presentation to a peer group.

Elements of a Good PowerPoint Talk

In delivering a talk, remember to

- Organize thoughts and ideas
- Polish articulation
- Use appropriate vocabulary
- Be aware of mannerism (hand, eyes, speech, etc.)

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In delivering a talk, organize your thoughts

- Minimize the use of jargon and
- Use analogy as warranted

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How much text should I have on an image?

What should I illustrate?

How do I illustrate with words?

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Introduction

- A. Decision on topic selection
 - i) Why it was chosen?
 - ii) Where it comes from?

Add the personal touch

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Describe

- A. History of topic (context)
- B. Personal relation to topic
- C. General knowledge of topic
- D. Specific knowledge of topic

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- Take home message
- ‡ Concluding remarks
- ? Ask for questions