

Intro:

Today's professional development is on:

“How to Create Good Presentations”

All it takes is good CD&D. That is good content, design and delivery.

Advance Slide 2

Question:

The question at hand is:

You have your topic for a presentation, so now what do you do?

Advance to Slide 3

Well, there are two ways to design a good presentation, one is to jump in and just do it. That assumes you are experienced in creating well-designed and content-rich presentations. However, if you are like most people and look at the blank screen and freeze, you should try this step-by-step approach to creating a well-designed presentation.

First, the key to doing a good presentation is to think it through by writing a good outline. This outline becomes your script.

Next, you storyboard the layout of the presentation, which you will use as a guide in designing your presentation in a computer application.

Finally, you will rehearse the presentation over and over until you are comfortable with your delivery. Of course you must always be prepared for technical problems.

Advance Slide 4

Let's go through the

Step-by-step Approach to Creating Good Presentations

Pre-Production:

1. Write an outline for the visual presentation.
2. You need to:
 - a) Expand each of the points in your outline.

- b) Read it over and proofread.
 - c) This outline becomes the first draft of the script for the presentation.
 - d) Remember, the most important part of a good presentation outside of good design and good delivery, is the content of the information that you will be presenting.
3. Take the script and lay it out on paper in storyboard form.
- The storyboard step is designed to help you think through your layout. Hopefully, it will help you create a well balanced and graphically pleasing presentation. So that it will keep your audience's attention to what you are saying.
A storyboard is nothing more than using graphic symbols to indicate where you might be placing the following items:
 - a) Headlines
 - b) Copy
 - c) Bullet points
 - d) Photographs
 - e) Captions
 - f) Charts & Graphs
 - g) Video
 - h) Hyperlinks
 - i) Graphic Elements

In your handouts you will see the Page Layout Goals for Storyboards, along with the Symbols for Storyboards.

Production:

Applications

1. Choose a presentation application:
 - a) PowerPoint - Windows, Mac, IOS, & Android
 - b) Keynote - Mac & IOS & on Windows through iCloud, which is Web based
 - c) Prezi - <https://prezi.com> (Web Based) any computer or tabletThere are many other applications. These are just the three most popular.

2. If you do not know how to use presentation applications you might look for assistance to someone like me, who can teach you how to use them. Otherwise you can use any of the online learning tools that I spoke to you about at the beginning of the month.

Page Layout Goals for Using Presentation Applications

- Have a simple background that is not distracting. Use one background throughout the presentation.
- Write the main points on the slides and say all the details.
 - Do not make your slide wordy.
 - People do not read all the information on slides if they are too wordy.
- Create an interesting arrangement of your images, text, charts, graphs, movies and graphic elements.
 - Graphics are images, lines, shapes, charts are used to enhance or illustrate what you are saying.
 - Multiple images or graphics can overlap. Do not make it too busy.
 - Place a border around a photograph. It helps the image to jump out on the screen. Use only one style of border throughout the presentation.
 - Lines can be used as a graphic design element. They should be used consistently throughout the presentation.
- Be creative and consistent in your design from your first slide to your last.
- Well, balanced slides have both positive and negative space.
- Presentations need to be clean, understandable and readable.
- Use only one or two fonts throughout the presentation.
 - Headlines: Should be Big and Bold. Pick one font/typeface; bold, color and size use it throughout the presentation.
 - Copy: Pick a readable font/typeface and color and size use throughout the presentation.
 - Captions: Pick a readable font/typeface and color and size use throughout the presentation.

- Transitions and/or build effects and are used to enhance the presentation. They should not be distracting to the viewers in any way.
 - Pick one transition to use throughout the presentation. Do not use sound effects unless there is a point to it.
- Using video or audio files can be effective, depending on what you are talking about.

Post Production:

Getting Ready for the Presentation

1. Always rehearse your presentation the day before you will present it. You want to ensure that you have good delivery and good experience in operating the technology correctly.
 - Practice:
 - Good eye contact
 - Tone of your voice
 - Project your voice
2. Technology recommendations:
 - Always test the venue's equipment and yours before the day of the presentation.
 - Carrying your own a VGA cable, audio cable and any adaptors you might need for your hardware (computer or tablet) or make sure the venue has them and you know where they are located.
 - Have the power cord for you equipment or the battery charged to 100%.
 - If you need an extension cord, bring one.
 - Double check the technology at the venue:
 - If you have sound in your presentation, make sure the venue has speakers or bring your own.
 - If you need Internet access, make sure the venue has access.

- Ask if you need a username and password to access the Internet.
 - If yes, obtain the password and username in advance.
 - Always have an extra copy of the presentation on a thumb drive or in DropBox or another cloud based storage.
 - Make sure you have your script with you, either paper or on a tablet. I always make my final script 18 points double-spaced so it is easy to read.
3. Always have some type of handout for your audience to take home. It should have your contact information on it.

Advance to last Slide 5

Questions