



Tips and Tools for Better Presentations Jeopardy



Fonts	Colors	Graphics	Tips for Speaking	Potpourri
<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>
<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>
<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>

Of these three font sizes, this one is the best to use for bulleted content in a PowerPoint presentation:

- 12 point font (this is 12 point font)
- 16 point font (this is 16 point font)
- 36 point font (this is 36 point font)



A general rule of thumb is to have no more than this number of bullets and this number of words per line to make your slides most readable and palatable for your audience.

5



8



10



___ by ___ rule



Fonts with (serifs or sans-serifs)
are acknowledged to be more
readable for written (printed) text.



In written reports, key information is highlighted in a text box to help communicate the message effectively. This is the term used to describe this type of text.



All of the following annoy people about PowerPoint presentations except:

- Speakers read slides (62%)
- Text too small, couldn't read it (47%)
- Too many photos (44%)
- Full sentences used, not bullet points (39%)
- Moving/flying text or graphics (25%)

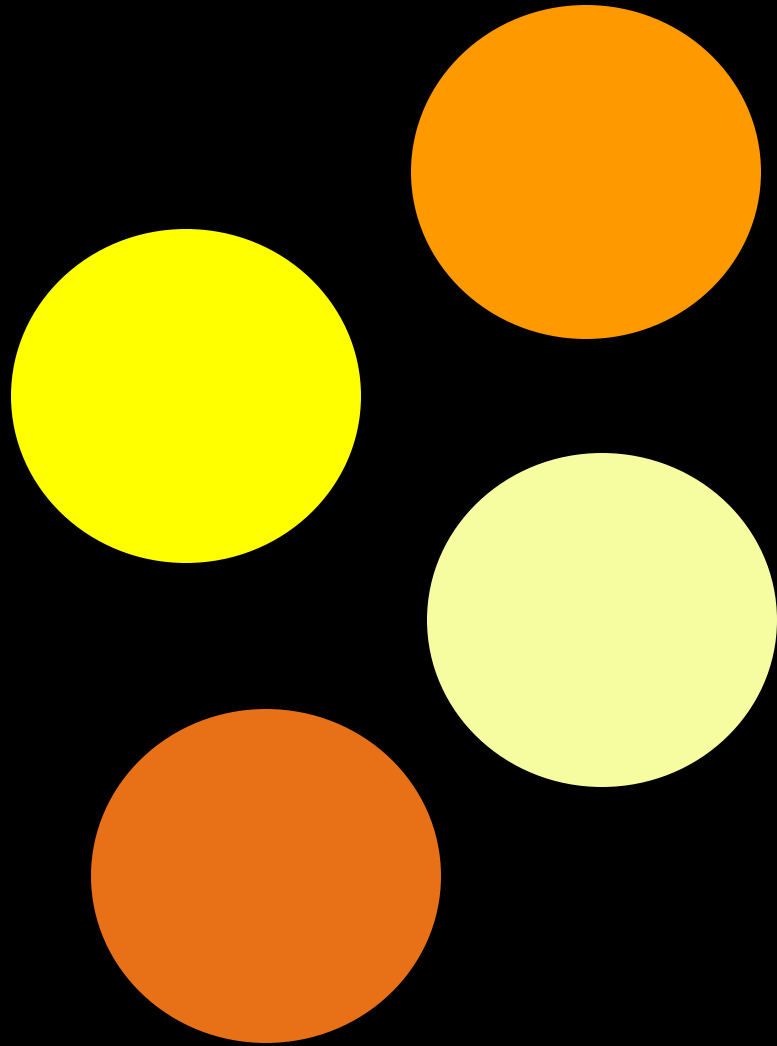


Lighter *or* darker colors are preferred as background on slides since they cause less glare.



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You should do this prior to presenting your PowerPoint to ensure colors will appear as you desire on screen (e.g., yellow and orange dots on a map will appear as different colors on screen)



Red

Brown

Purple

These are poor color combinations to use since people with this disorder may not be able to distinguish between them.



<http://www.toledo-bend.com/colorblind/ishihara.htm>

Background Colors

Green is said to stimulate interaction.

Black conveys finality.

This color has a calming and conservative effect on the audience.



Color enhances learning and increases retention by more than this percent.



This type of graph is good for demonstrating trends or continuous data, while bar graphs are good for demonstrating differences.



Stream Health

According to Biological Indicators
Data Summarized from 1998 - 2006

Map prepared by Streamkeepers of Clallam County, December 2007

1 0 1 2 3 4 Miles

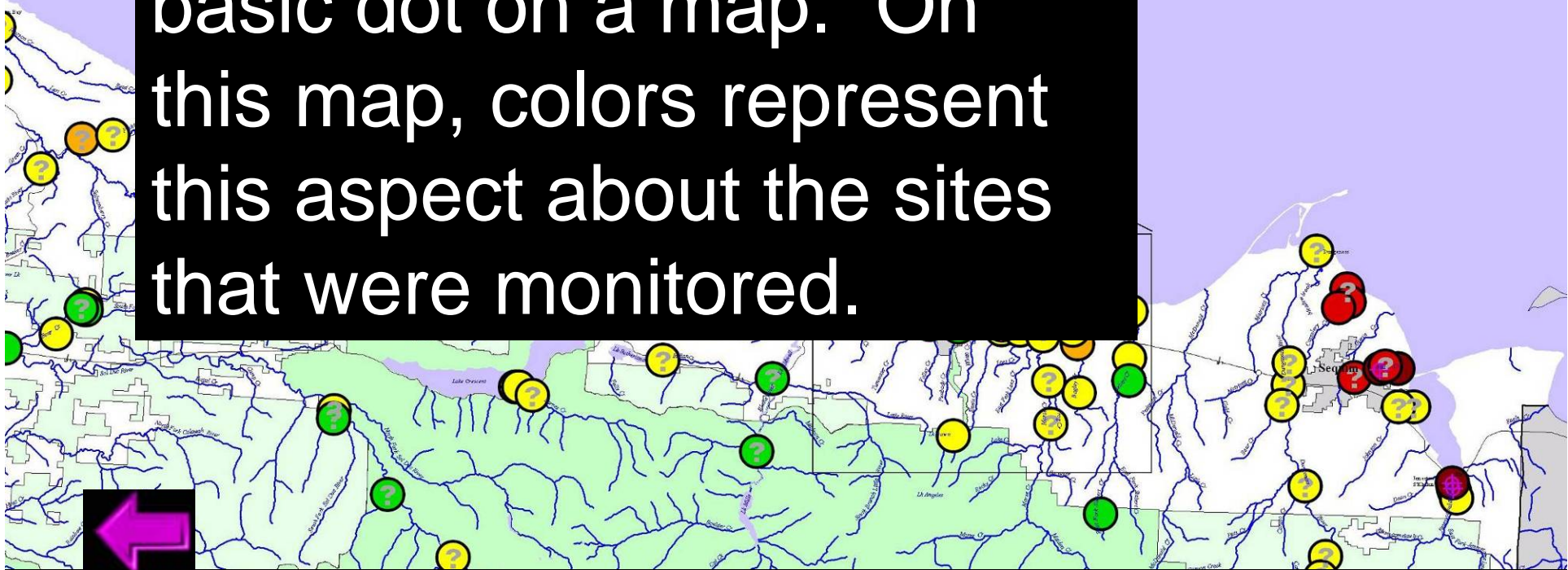


Health Ratings:

per the 10 metric genus-level Benthic Index of Biological Integrity (B-IBI)

- Healthy
- Compromised
- Impaired
- Highly impaired
- Critically impaired
- ? only one year's data
- ⊕ recently restored

It is OK to convey 1 or 2 other concepts along with a basic dot on a map. On this map, colors represent this aspect about the sites that were monitored.



Case Study: Peabody Creek

A healthy stream can become critically impaired as it flows through an urban area



Upper creek



(at Olympic National Park Visitor Center)

Riparian (streamside) trees and fallen logs naturally slow down and filter storm runoff.

Lower creek



(Site A, at Peabody RV Park - 2nd & Lincoln)

Streams are less able to absorb storm runoff when they have been channelized (ditched) and have lost their riparian trees and downed trees.

As this graphic demonstrates, this should be included along with photos in any data results presentation to orient the audience to the monitoring location.



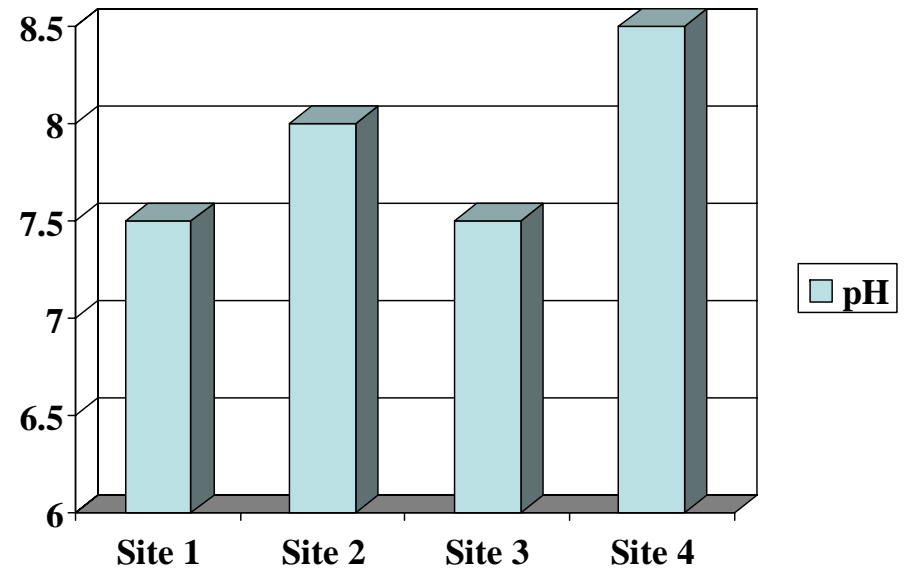
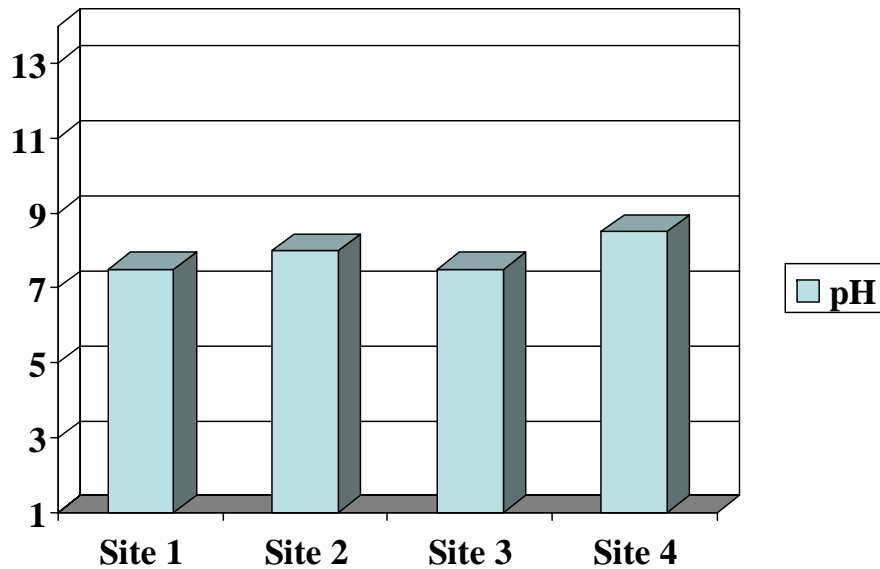
er
Quality:

ms

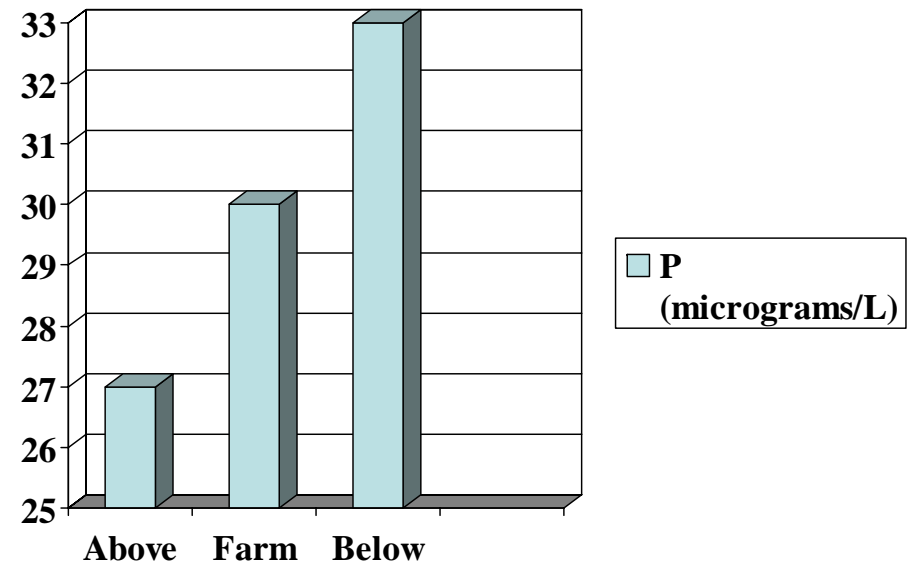
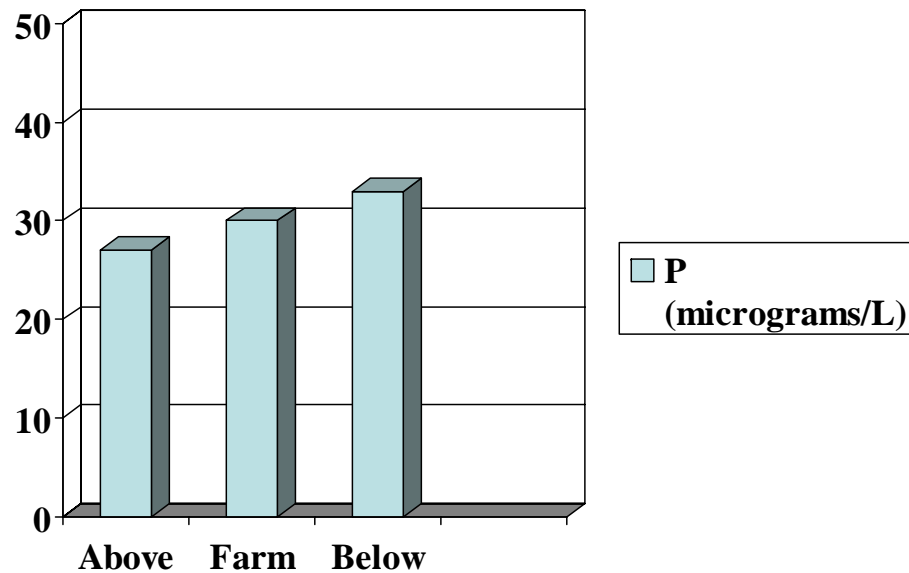


sediment and increased mortality

Altering this aspect of a graph is recommended when effects will otherwise be masked.



When there is not a significant difference between sites' results the graph could be made to appear that way with scale choices.



Using photos can help tell the story such as in this study of rusty crayfish and their effects on plant growth in the littoral zone.

Rusty
crayfish
present

- Right click on the photo
- Choose “format picture”
- Click “compress”
- Choose “apply to all pictures in document”
- Click OK
- Your file size could drop by megabytes.

Rusty
crayfish
absent

To minimize your PowerPoint file size, do this to all photos in the document using the Format menu.



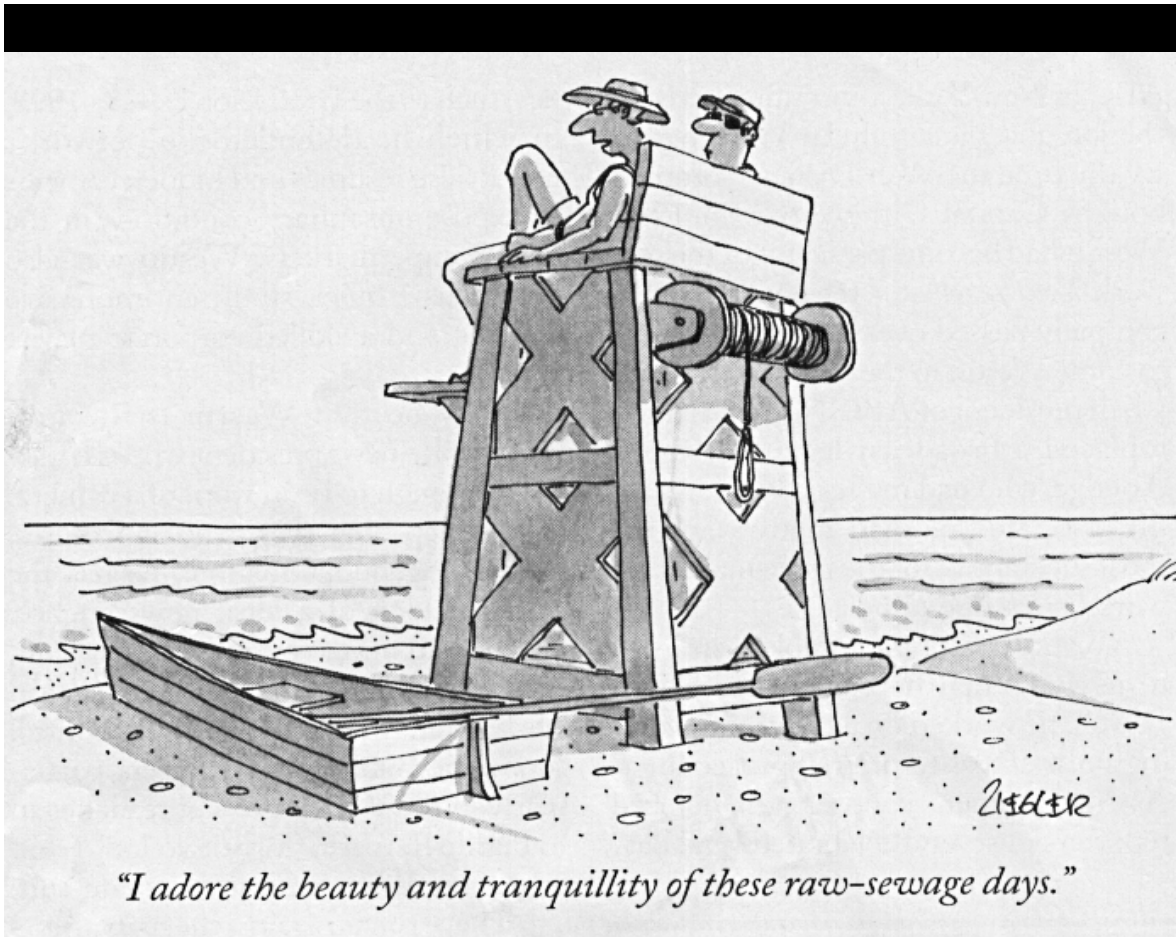
The following are all basic rules for successful public speaking except this one:

- Know and respect your audience
- Read your audience not your script
- Repeat and reinforce your message
- Report key findings only at the end of the ppt
- Address different learning styles



Open a presentation with these to help orient your audience to a site and its characteristics. Then follow up by presenting and explaining data results.





We learn with our minds, but remember with our emotions. Thus, using humor in a presentation is encouraged.

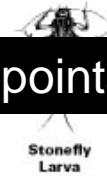
As an example, this comic could be used in a presentation about this type of monitoring.

This is the term used to describe a single number that compiles results from several parameters. These are useful for explaining water quality results.



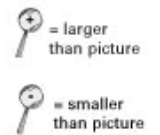
Group 1: These are sensitive to pollutants. Circle each animal found.

4 points



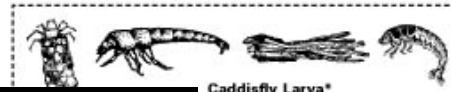
No. of group 1 animals circled:

Relative Size Key:

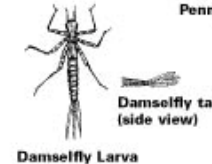


Group 2: These are semi-sensitive to pollutants. Circle each animal found.

3 points



*All Caddisfly Larva = 1

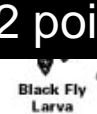


*All Riffle Beetles = 1

No. of group 2 animals circled:

Group 3: These are semi-tolerant of pollutants. Circle each animal found.

2 points

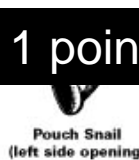


Snails: Orb or Gilled (right side opening)

No. of group 3 animals circled:

Group 4: These are tolerant of pollutants. Circle each animal found.

1 point



No. of group 4 animals circled:

An important step to ensure your presentation conveys a clear and concise message is to:

- Have other people review and edit it
- Eliminate slides if you have more than 2 per minute of speaking time
- Practice your presentation before giving it



Conceive, consider, create and craft



Clean up



Effective data presentations
have a _____ message.

Clear and
focused



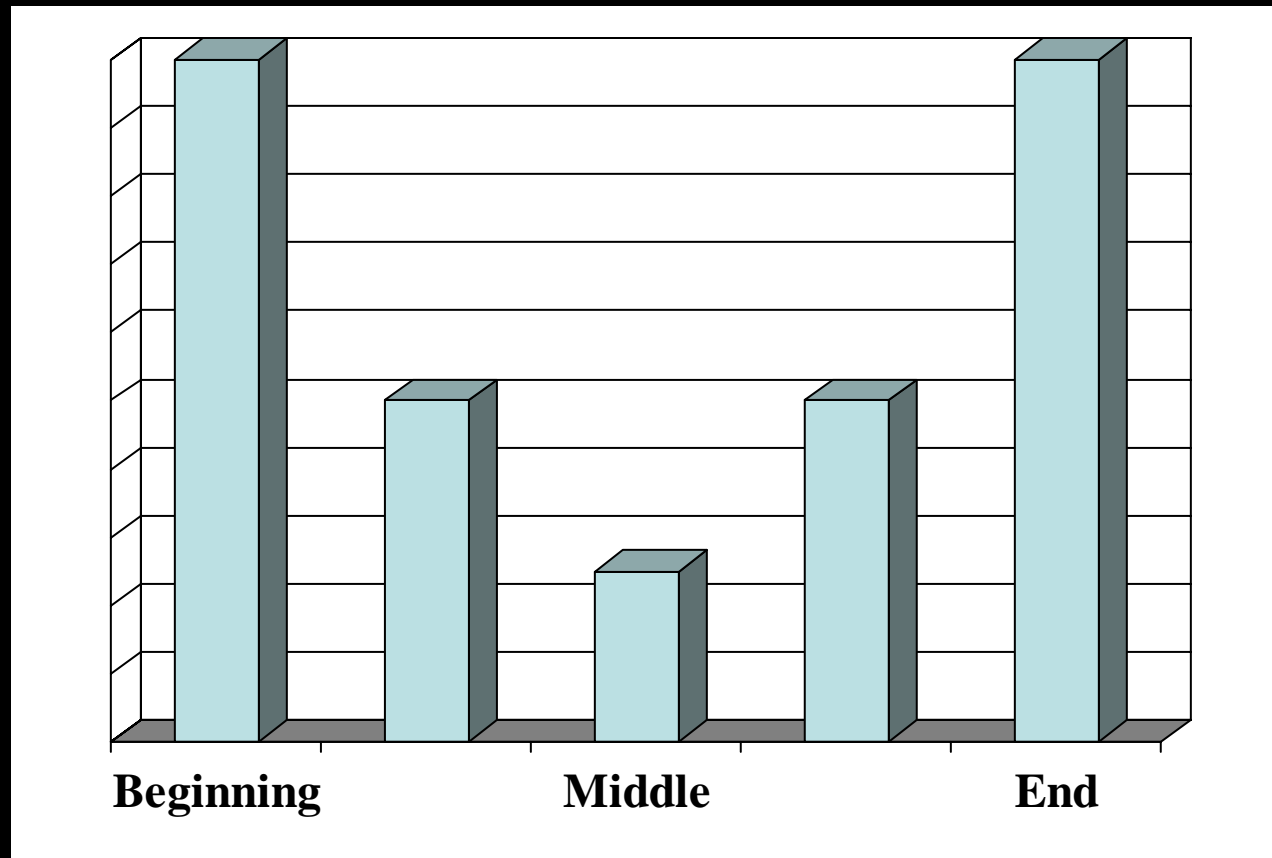
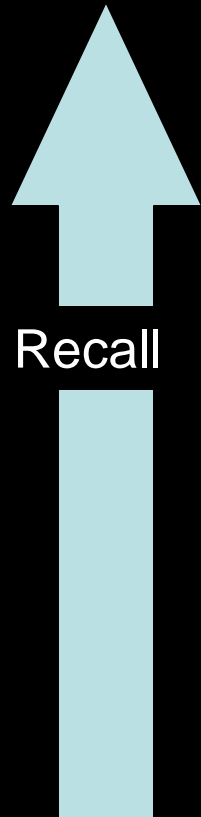
Complex and
challenging



Jumbled and
boring



Audience message recall is highest at this point of a presentation.



Section of presentation



Source: <http://www.slideshare.net/theWebChef/ppt-powerful-presentation-techniques/>

	Site	Date		DO	DO	pH	Turbidity	Conduct	Phos
				mg / L	% sat		NTU		mg / L
Pillsbury	1	19-May-07	5	10.42	92.4	4.91	1.10	25.7	x
Mt Road	1.5	19-May-07	5	10.50	92.9	4.75	0.90	31.6	x
Marlow	2	19-May-07	5	8.33	91.8	5.06	1.60	29.4	x
Gilsum	3	19-May-07	5	11.02	93.0	5.42	1.00	37.6	x
Stone Arch Keene	4	19-May-07	5	9.52	88.9	5.62	2.70	52.2	x
Rt 101 Keene	5	19-May-07	6	7.72	84.5	5.58	2.40	82.4	x
Cresson Swanzey	6	19-May-07	5	9.49	87.1	5.60	2.60	87.3	x
Thompson Swanzey	7	19-May-07	5	9.60	88.5	5.77	2.00	85.0	x
Rt 119 Winches	8	19-May-07	6	7.76	83.2	5.98	1.70	97.2	x
Hinsdale	9	19-May-07	5	10.91	96.5	6.10	1.80	77.9	x

Rather than inserting a table with:

- small font
- numerous columns and rows

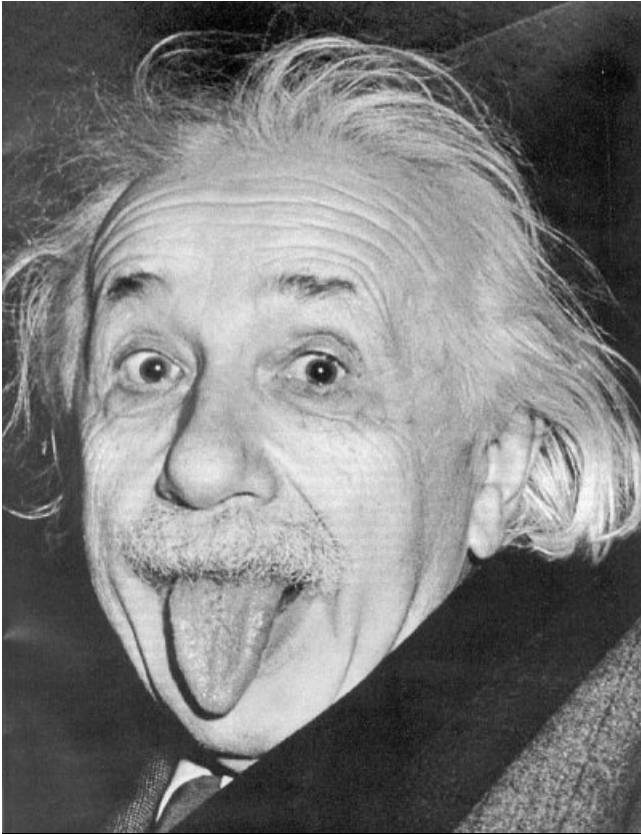
If purpose is for participants to see/understand data, bullet key points in PowerPoint but present table in this format.

Pillsbury Washington	1	16-Jun-07	6	7.47	83.3	5.54	1.70	22.8	x
Mt Road	1.5	16-Jun-07	6	8.28	87.3	5.14	1.10	31.0	x
Marlow	2	16-Jun-07	6	8.33	91.8	5.06	1.60	31.2	x
Gilsum	3	16-Jun-07	6	9.17	97.3	5.82	1.20	37.4	x
Stone Arch Keene	4	16-Jun-07	6	7.60	81.9	5.59	1.70	49.1	x
Rt 101 Keene	5	16-Jun-07	6	7.72	84.5	5.58	2.20	75.8	x
Cresson Swanzey	6	16-Jun-07	6	9.49	83.5	5.69	2.10	95.4	x
Thompson Swanzey	7	16-Jun-07	6	7.38	79.2	5.84	1.80	98.5	x
Rt 119	8	16-Jun-07	6	7.76	83.2	5.98	1.70	97.2	x
Hinsdale	9	16-Jun-07	6	8.70	90.8	6.32	1.70	92.2	x



This is a person's average attention span.





This famous scientist said
the following:

“Everything should be made
as simple as possible, but
no simpler.”

This is a key element when
planning any presentation.

