

# SECTION 3.6.3

Appendices

Project Basics - Level Three

Skilled Communicator

Alternative Assignments

# USING THE OVERHEAD PROJECTOR

(Recommended time: 15-60 minutes)

- Purpose:** To present information simply, clearly and visually in a normally lighted room. To aid, supplement and support the presentation, reinforce key points and hold the audience's attention maintaining good eye contact. To connect, link ideas and reveal material point by point.
- Preparation:**
- Transparencies can be made easily and economically using OHP pens, computers or photocopiers. If transparencies are to be used again, use permanent OHP pens. Ensure that the writing on the transparencies is large and well spaced.
  - Present one clearly defined idea on each transparency.
  - With color and overlays information can still be built up or added to the original transparency. Interleave transparencies with plain paper to avoid damage.
  - Number the transparencies in the lower right or left corner to indicate order of use and indicate in the script when the transparencies are to be used, "SLIDE ON 4" and at the appropriate time "SLIDE OFF 4". Cue words centered in script are easily noted.
  - Have blank transparencies and OHP pens available for use during the presentation.
  - Ascertain beforehand venue facilities, eg location of power points, extension cord needs, type of overhead projector (if using venue-supplied projector).
- Presentation:**
- Arrive early and set up equipment before the presentation and program begins. Ensure familiarity with operation of the projector in advance. Check that transparencies are visible from all positions in the audience and are not obscured by the projector or presenter. Check that the transparencies are clear and sharp on the screen and if not adjust accordingly.
  - Place collated material to one side of the projector. Once used place them face down on the opposite side of the projector. Allow the audience a few seconds to assimilate information shown before you continue speaking.
  - Reveal information as and when it is required to support or illustrate the presentation. Alternatively, use a pointer or pen to indicate the appropriate information on the transparency. Turn the projector off between transparencies.
  - Ensure that all writing on transparencies is large enough to be seen at the back of the room.
  - Do not read from the screen/projected image. Read from a print copy of the transparency or the transparency on the OHP in order to ensure eye contact.

### *Using the Overhead Projector continued . . .*

#### **Suggestions:**

- Use soluble OHP pens if writing on prepared transparencies during a presentation. The writing can be wiped off later with a damp cloth and the transparency used again.
- Use the upper two thirds of a transparency so the wording can be read from the back of the room.
- As a rule of thumb use a maximum of 6 words per line and no more than 6 lines per transparency.
- Leave at least a 2.5cms (1inch) border from the edge of the transparency. If using illustrations have no more than 2 per page. The three basic elements for an overhead transparency are: visibility, simplicity and clarity.

# EVALUATION OF SPEECH USING OVERHEAD PROJECTOR

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the evaluator:** The presenter is attempting to use the overhead projector efficiently to effectively support the presentation. Your attention should be directed mainly towards the manner in which the transparencies are used. Was there a smooth transition between speaking and the use of the overhead projector? Was the projector turned off when it was not required? Did the presenter maintain eye contact with the audience throughout the presentation? Were the transparencies able to be seen and understood by the whole audience? If overlays were used, were they appropriately used?

How did the use of the overhead projector enhance the presentation?

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**Evaluator's signature:** \_\_\_\_\_

**General evaluator's comment and signature:** \_\_\_\_\_

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**Accreditation Certification:**

**Accredited: Yes/No**

**Accreditation Chairman's signature:**

# USING A WHITEBOARD

(Recommended time: 10-20 minutes - or by arrangement with program leader)

**Purpose:** To deliver a successful presentation in which a whiteboard is used effectively to illustrate, emphasise and reinforce salient ideas and points.

**Background:** Your assignment may have varying purposes, some of which may be to:

- conduct a discussion with your audience on a particular topic;
- conduct a brainstorming session;
- analyse a particular problem and present solutions, as a group;
- describe/explain a particular process or procedure;
- inform your audience on a specific topic; or
- conduct a workshop

Almost all presentations using a whiteboard will fall into two broad categories:

1. A lecture-type situation where the audience response is limited and your aim is to convey information; or
2. an inter-active situation where audience involvement will occur in varying degrees. It is important that at the outset you set your goals regarding audience participation and feedback and communicate these to your evaluator.

**Remember:** use of a whiteboard is to reinforce the spoken word.

**Preparation:**

- Select a subject with which you are reasonably familiar and which lends itself to the effective use of a whiteboard and **research** your topic.
- Decide on the format your presentation will take, i.e. lecture, discussion, group work, questions, etc.
- Format your presentation with an attention-getting introduction, informative body and stimulating conclusion.
- Give it a title.
- Prepare drafts of pie-charts, flow charts, simple graphs and practise drawing them.
- Select the whiteboard and pens you are going to use.
- Make a checklist of all equipment you need to take with you.
- Check venue, seating arrangements, lighting, lectern, whiteboard etc. so all are visible to audience.
- Liaise with compère regarding introduction, setting up of equipment, speakers before and after your presentation and the putting away of your equipment after presentation is completed.
- If prepared material is on a whiteboard at the outset, make sure it is covered until needed.

*Using a Whiteboard continued . . .*

- If the presentation is interactive organise a scribe if permitted so that you can maintain eye contact with audience. Brief the scribe beforehand.
- Provide evaluator with an evaluation sheet and discuss your particular goals prior to presentation.

**Presentation:**

Stand so that you do not obscure the whiteboard. Confine writing to quick bursts/diagrams (if you are scribe) so that the flow of narrative is maintained. Avoid speaking while writing. Try to maintain eye contact. Check with your audience early to see if they can read the whiteboard easily. Adjust accordingly. Avoid writing down too many facts at once. Be encouraging and positive. At the same time keep the discussion on track and focussed. Maintain control of the session.

# EVALUATION OF USING A WHITEBOARD

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the evaluator:** By discussing with the speaker and reading the guidelines on the facing page you will be able to select specific points on which to comment. Try to reflect the goals of the speaker, which you have previously discussed together.

**Comment on:**

Use of whiteboard: \_\_\_\_\_

\_\_\_\_\_

Clarity of written/drawn material: \_\_\_\_\_

\_\_\_\_\_

Relevance of material to speech: \_\_\_\_\_

\_\_\_\_\_

General: \_\_\_\_\_

\_\_\_\_\_

Evaluator's signature: \_\_\_\_\_

General evaluator's comment and signature: \_\_\_\_\_

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**Accreditation Certification:**

**Accredited: Yes/No**

**Accreditation Chairman's signature:**

# DELIVERING A PRESENTATION WITH POWERPOINT

(Time: Variable – negotiate this with the program leader)

**Purpose:** To deliver an entertaining and informative presentation using the techniques that PowerPoint provides. For example, the presentation is automatically in color, the show is ‘active’ because you are able to build on screens as the speech progresses and if you have a list of items, they can appear on the screen one at a time as if you were layering your overheads.

**Preparation:**

**Color**

- Dark backgrounds are best: use blue for background as it recedes and yellow/ orange/red for foreground.
- Be realistic - trees are green (usually). Red = danger, warning, financial loss.
- Be aware of the symbolic significance of color eg. Red = danger, warning, financial loss. Pastel blue = calm. Green = growth potential. Pink = cute, young children, nursery rhymes/color.

**Clip Art**

- Don’t use a picture on every slide but avoid more than 3 plain slides in a row.
- Generic (rather than specific) pictures draw the attention away. Pictures should enhance the text.

**Layout**

- Concentrate the message; use a few words with lots of open space.
- Try to limit text to six lines, and no more than six words per line. Use titles and subtitles.
- Use consistent alignment. Avoid full justification
- Don’t use punctuation and always spell-check!
- Be wary of abbreviations and acronyms, have explanations on flipchart
- Borders separate more than emphasise. Use boxes rather than borders.
- References to data authorities (source) should appear at the bottom.

**Type Style/Fonts**

- Titles use 44 point; Text uses 18 - 32 point.
- Use a proportional font (like CG Times) not a Courier font
- Avoid using all upper case.
- Use serif font for eye-getting attention - Times New Roman 10.
- Use sans serif font for larger projection - Univers 10.
- Avoid script font too ornamental. Use a maximum of 3 fonts per slide



### *Delivering a Presentation with PowerPoint continued . . .*

**Presentation:**

- Stand to one side of the screen during delivery.
- Use a remote control and be careful not to move the slides on too quickly.
- The slides should enhance and clarify the points in the speech you are delivering.
- The speech must have the essence of a good speech with an attention-getting opening, informative body and stimulating conclusion.

**Advice:** If you are not using your own computer ensure that the versions of Power Point are compatible so your presentation will play. Bring an electronic backup of your presentation.

# EVALUATION OF POWERPOINT PRESENTATION

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the evaluator:** This is yet another visual aids assignment so all the criteria are the same as for any visual aids assignment. It is important that the presenter appears confident and at ease using the medium.

**Comment on:**

Preparation of equipment by presenter prior to speaking: \_\_\_\_\_

\_\_\_\_\_

Visual appeal of presentation: \_\_\_\_\_

\_\_\_\_\_

Presenter's stance: \_\_\_\_\_

Delivery: \_\_\_\_\_

\_\_\_\_\_

Clarity of slides: \_\_\_\_\_

\_\_\_\_\_

Relevance to speech: \_\_\_\_\_

\_\_\_\_\_

General comment: \_\_\_\_\_

\_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General evaluator's comment and signature:** \_\_\_\_\_

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**Accreditation Certification:**

**Accredited: Yes/No**

**Accreditation Chairman's signature:**

# REPORT WRITING

(Time: 3 - 5 minutes)

## **Purpose:**

A report is a formal account of an investigation, a procedure, an experiment, a program of work or an event witnessed. It is written to convey information, present findings, put forward ideas and make recommendations. Reports need a factual, objective approach. They are written in the third person and follow grammatical conventions and rules of punctuation accurately. They must not contain personal opinions, unconfirmed facts or inaccurate figures, incomplete information, assumptions of results, actions, or motives – rather they present complete, accurate and unvarnished facts clearly and concisely, in a proper order, and in a point-by-point format about a particular subject, meeting or activity. A report differs markedly in style and form from a news item or feature story.

## **Preparation:**

Before writing the report ensure all the pertinent information has been collected, all facts have been checked for accuracy and all figures to be used have been verified. Assemble all the information in the proper sequence including the pros and cons, project timing, any problems which could be encountered along with suggested solutions and anticipated results. Reports normally contain recommendations which should be listed at the end. This is important for final and annual reports. Any wording requires clear thinking and a critical attitude. Some general recommendations are:

- use short words if possible;
- use very few adjectives and only jargon which is familiar throughout the organization;
- use active verbs, simple prepositions and specific words rather than abstract ones; and
- avoid exaggerations.

## **Presentation:**

### **Written**

It is helpful to break up the text of any report with frequent headings so that readers can find their way around the report more easily, extract particular sections as required, skim through to get a quick idea of the substance of the report and be enticed to read it because of the report's inviting appearance. If the report is of a meeting it should state the date, time, place, purpose, names of attendees and decisions made and/or recommendations given.

**Oral**

Prepare from the written report. Observe the time allotted - if insufficient, request additional time. Use vocal variety, eye contact, descriptive phrasing and present it in an enthusiastic manner (if appropriate for the report being given). Avoid using hackneyed phrases, overuse of words such as 'very', 'good', 'that', and statements like 'the member stated'. Give results not discussion. When reading the minutes, read the facts without the subject headings.

**Goal:**

To present a report which is accurate, brief, clear, factual and easy to understand.



# WORKSHOP GIVEN AT CLUB LEVEL

(20 to 30 minutes)

- Purpose:** Workshops are given at club level to allow an in-depth presentation on a topic on which the presenter has greater knowledge, to extend the skills of the presenter into a presentation style in which strict time control and preparation are required. The delivery should allow for participation by the members and feedback from them which then needs to be skilfully summarised.
- Preparation:**
1. Choose a topic which is small enough to enable it to be discussed in detail and interesting enough for members to want to participate.
  2. Research your subject well and confine presentation to a single or only a few aspects of the subject.
  3. Plan a short introduction which will gain the interest of the audience and develop the topic.
  4. Plan to include member participation early by asking questions which require a show of hands, writing information on paper or a whiteboard, or moving into pairs or groups.
  5. Prepare a strong conclusion, allowing time for summarising the feedback.
  6. Ensure all handout material is easy to read and written in appropriate language. It should contain the name of the presenter and the date presented. Always acknowledge all sources of material.
- Presentation:**
1. Dress appropriately or dress for the occasion.
  2. If possible arrange for the seating to be set up to allow for ease of presentation.
  3. Use overheads or visual aids which are uncluttered and can be clearly read from the back of the room. Test all equipment before the meeting starts. Be prepared for breakdowns - they do happen.
  4. Give clear instructions for any participatory activities, including time allowed and method of reporting back. Time the feedback and curtail members speaking overtime.
  5. Briefly summarise the feedback, adding positive comments to each speaker.
  6. Be aware of the time allotted when you begin. Mark your workshop notes with timing guidelines indicating time left. Do not go over time.
- Goal:** To leave the audience satisfied that while participating they learnt and shared with other members. The audience should be left wanting to learn more about the subject.

# EVALUATION OF WORKSHOP AT CLUB LEVEL

**DATE:**

**SUBJECT:**

**TIME STATED:**

**TIME TAKEN:**

**To the Evaluator:** The speaker is attempting to present a well organised workshop which is enhanced by the use of visual aids and audience participation. Please concentrate on audience appeal and involvement, timing and verbal and non verbal delivery.

**Comment on the following points:**

Suitability of the topic for the audience: \_\_\_\_\_

Were the speaker's notes handled discreetly? \_\_\_\_\_

Size and clarity of visual aids: \_\_\_\_\_

Vocal delivery, including clarity of instructions to audience: \_\_\_\_\_

How well was the given feedback handled? \_\_\_\_\_

How well was the timing within the session handled? \_\_\_\_\_

Were the handouts easy to read, marked with date and presenter's name, with sources of material noted? \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General evaluator's comment and signature:** \_\_\_\_\_

**Accreditation Certification:**

**Accredited: Yes/No**

**Accreditation Chairman's signature:**

# GUEST SPEAKER'S ADDRESS

(Time allotted by the organization to which you are speaking)

**Purpose:** The purpose of this speech is to entertain, inform and deliver a speech that is geared to the audience especially with regard to age, intellect and interests of the people present.

**Preparation:**

1. Find out the makeup of the proposed audience and the type of speech they wish you to deliver. There may be a specific topic they want to have addressed.
2. Confirm the length of time they wish you to speak. Plan your speech to stay within the allotted time. If there are to be questions after the speech find out whether the allotted time includes time for questions or whether this is an extra. It is very important to plan accordingly.
3. Research your subject well.
4. Plan as with any other speech an attention-getting opening, a body and a pithy conclusion. If it is a speech to inspire, this speech should contain humor and plenty of sound content as well. If it is to be a humorous after dinner style speech then it must be funny.
5. Arrive early to the venue to check speaker systems, seating, program, etc. If possible do this earlier in the day.

**Presentation:**

1. Dress appropriately or dress for the occasion.
2. The most effective guest speaker is one who knows the essence of his speech and can deliver it with very little use of notes. Gear the language to the audience but maintain a professional tone and level of language. Technical jargon is only appropriate if used with an audience who is going to understand it.
3. Wait for laughter to subside when the audience is amused. Don't lead laughter at your own humor. Definitely do not laugh longest at your own jokes.
4. If delivering a speech in a large room or a hall project your voice well to the back wall to ensure that the entire audience hears.
5. Lively facial expression and gestures go a long way in carrying the audience with you.
6. Be aware of the time allotted when you begin. Do not go over time.

**Goal:** To receive positive feedback and lengthy applause, or even a standing ovation. To be invited back. This is a true sign that you have made it as a public speaker.



# EVALUATION OF GUEST SPEAKER'S ADDRESS

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the Evaluator:** This speech could be videoed or recorded for evaluation purposes or re-presented at a *POWERtalk* International meeting at a later date. It is important to consider the audience for whom the speech is intended and how appropriate the content and level of language used.

**Comment on:**

Choice of subject matter for audience: \_\_\_\_\_

Level of language was it suitable to audience and occasion? \_\_\_\_\_

Impact of speech: \_\_\_\_\_

Manner in which the speaker answered any questions: \_\_\_\_\_

Vocal delivery: \_\_\_\_\_

Gestures and facial expression: \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

Additional Comment: \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General evaluator's signature and comment:** \_\_\_\_\_

**Accreditation Certification:**

**Accredited:** Yes/No

**Accreditation Chairman's signature:**