

Optimizing Your Presentation Skills

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Objectives

- Understand components of a good vs. bad lecture
- Presentation preparation
 - Optimize word slides
 - Optimize images
- How to give an effective presentation

What makes a bad lecture? “lecturalgia”

- Run over time/too much content
- AV failure
- Lack of enthusiasm
- Unprepared, apologetic
- Stage fright/nervous

- Reading from notes/slides
- NO interaction/time for questions
- Unrelated/boring topic

Learning Objectives

- Create outcomes first
- Turn them into objectives for lecture or course
- Content is based on the purpose and objectives
- Based on the learners needs

KISS

Keep

It

Simple

Stupid

Presentation Preparation

- KISS--Rule of 6
- Font size
- To serif or not to serif
- Fill slide with image
- Animations

Prepare slide for the back of the room

*Add shadows
(adds depth)*

Font Size 72

- This is 24 font
- This is 32 font—Powerpoint default
- This is 36 font
- This is 40 font
- This is 44 font—Powerpoint Title
- This is 48 font
- This is 60 font

To Serif or not to Serif

- This is a serif font
- This is a non-serif font

T **T**

Either is OK

Presentation Preparation

- effective color scheme
- fill slides
- no distracting animation, but--
- can allow you to lose the laser pointer
- check spelling and grammar
- optimize contrast of images

Avoid Distracting Background Designs

Avoid bad color schemes

- Red and green-- 8-12% European males colorblind

Slide Transitions

- Can be effective

Slide Transitions

- Can be very distracting

Regain audience attention
every 15-20 minutes

Giving the Presentation

- Rehearse!
- Emphasize 2-5 key points
- Be entertaining—anecdotes, cartoons
- Use effective/appropriate body movements

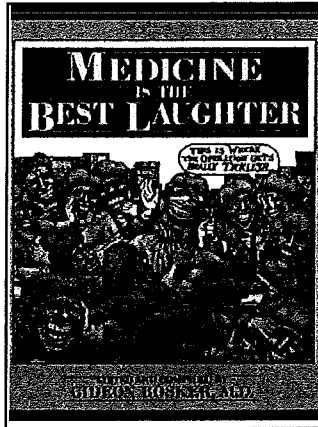
- Use humor or anecdotes when appropriate

Humor

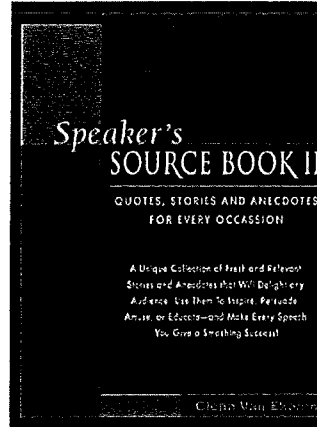
- Builds rapport
- Humanizes the speaker
- Diffuses tension
- Relieves boredom
- Makes a point
- Memorable

Humor

- Avoid:
 - Profanity
 - Race, sex, religion
 - Put-downs (unless self-directed)



Bosker G.
Medicine is the
Best Laughter.
Mosby-Year
Book, Inc. St.
Louis, 1995



Van Ekeren, G.
Speaker's
Sourcebook II:
Quotes, Stories, &
Anecdotes for
Every Occasion.
Prentice-Hall, Inc.
New Jersey

The Quotations Page – Your
Source for Famous
Quotations:

www.quotationspage.com

*The greatest use of life is to spend it
for something that will outlast it.*

William James (1842 - 1910)

Giving the Presentation

- Speak professionally and with confidence
- Slow down-don't be "marathonic"
- Pause to incorporate cine images
- Logical organization, practical, appropriate, unbiased

- Rehearse!
- Be completely familiar with the content and organization of the slides

A-V

- Test in advance
- Know the podium
- Don't stand between audience and screen

Giving the Presentation

- Make eye contact, smile
- Speak in conversational tones and pace, with enthusiasm/passion
- Speak directly into the microphone/Lavelier
- Incorporate pauses



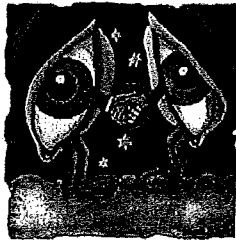
Speaking Voice

- Lower, relaxed voices-- credibility
- Higher pitched, faster delivery-- tension

→ In middle of sentence!

Eye contact

- Dependent on audience size
- 2 - 3 seconds is ideal
- Never > 7 seconds
- Not over their heads



- Speak loudly enough that everyone in the audience can hear

Giving the Presentation

- Get out from behind the podium
- Use a wireless mouse
- Interact with audience

Tell me and I forget.

Show me and I remember.

Involve me, and I understand.

--Chinese proverb

Giving the Presentation

- Follow time limits—it is a contract
 - If engaging, ask permission to continue
 - give permission to leave



Avoid Fillers

- “um”
- “er”
- “ya know”

Record yourself

Draw on the Screen

- “Ctrl p” turns the cursor into a pen
- “Ctrl a” to arrow
- “Ctrl e” to erase

Conclusion

- Develop an appreciation for what causes lecturalgia and how to Rx
- Begin with learning objectives
- Optimize the appearance of your slides
- Prepare your delivery to be effective
- 3-5 learning objectives only