Prepare for a presentation exercise – Answer Key

Exercise: What are some ways you can create effective slide designs?

Answer:

- Check the assignment question and see what is expected
- Choose a font size and style that the audience can read from a distance
- Use bullet points
- Use images or graphs to help convey your message.
- Keep slide backgrounds simple and consistent, not distracting
- Check spelling and grammar

Exercise: How can you make your ideas stick?

Answer:

- Know your audience
- Give examples
- Involve the audience with activities / exercises
- Repeat difficult to understand information
- Use images
- Use stories
- Include an introduction and summary

Exercise: Watch the video. What are some ways the speaker can improve his presentation delivery?

Answer:

- Vary his voice
- Body language – arms
- Look at the audience when speaking