

PHE 101 Presentation Guidelines

Take the time now to become familiar with the provided Final Project Template you will use for the presentation. (Note that you are not required to use PowerPoint, but any presentation format you do use, such as Prezi, must include the same pages included in the template.)

As you complete your milestone assignments, you may place the content into the presentation, or you can wait to do so until Module Six. Regardless, your completed draft will be due then.

General Guidance for Presentations

Consider your presentation as consisting of two complementary elements: the **narrative** and the **visual**.

Your **speaker notes** are the equivalent to the narrative, so write them clearly, succinctly, and with proper grammar and spelling, so they are easily understood by a general audience. (Note that you will not be speaking, just writing.)

The visual element, the **slides** themselves, support the narrative. Visuals keep the eyes involved in the presentation while the presenter speaks. As such, they should not repeat the narrative. Graphics that support the narrative are best: charts, tables, timelines, illustrations, and photographs. Visuals should never be simply “window dressing,” like a group photograph of a meeting; they must specifically support the points being made in the narrative. Bullet points are acceptable in combination with or, if necessary, without graphics. If possible, keep each bullet point to a single line. Powerful quotes from your resources can sometimes drive home your point.

Finally, do not be tempted to fill the entire visual space. Insufficient white space results in visual clutter, prompting your audience to spend too much effort figuring it out (distracting the audience from the speaker) or simply ignoring it.

The following are recommended steps for each section:

- Write your speaker notes first, using the worksheets from your milestone assignments.
- Create the visual element.
- Read the narrative to test for easy comprehension.
- Add visual elements that support the speaker notes. Try to visualize what the notes are saying.
- Save the file on your computer, in Prezi, and so on.