

# Delivery Tips

*by Sophia Tutorial*



## WHAT'S COVERED

In this lesson, you will learn further techniques for delivering a PowerPoint presentation effectively. Specifically, this lesson will cover:

1. PowerPoint Software Is Your Assistant
2. Practice and Rehearsal
3. Basic Delivery
4. Using Views
  - a. Slide Show View
  - b. Presenter View
5. Interactive Relational Delivery
6. Navigation in a Presentation
7. Delivery Wrap-Up

## 1. PowerPoint Software Is Your Assistant

PowerPoint presentation software is your assistant and should help you, not take over the show.

Nothing can substitute for a carefully prepared message, whether that message is a standard linear message or a relational interactive message.

The delivery of the message is guided by the best practices that you have been using throughout your speeches; however, there are some special considerations when working with PowerPoint..

---

## 2. Practice and Rehearsal

After putting together a PowerPoint slide show, you will want to get a "reality check" by actually running the show to see what it will look like when you present it.

You may control the movement from one slide to the next as you speak, or you may preprogram the amount of time that each slide appears on the screen and speak only for that amount of time.

If at all possible, rehearse with the same display equipment in a similar space. If you are speaking to a

colocated audience, make sure that your projected slides are large enough for all members of the audience to see (usually about 1 inch high for each 10 feet that separates the audience from the projected slide).

Additionally, if you are speaking to a remote audience, check your display so that you can see the presentation in the same way that the audience will see it on their screens.

---

## 3. Basic Delivery

One critical aspect of delivery is avoiding the temptation to read the content to the audience; the audience can read what is projected themselves. The content of the slides serves as a guide or outline for you and the audience.

Stand to the left of the screen. For the English speaker who reads from left to right, the audience will see you as their eyes move across the screen in one continuous left to right eye movement. And remember to speak **WITH** the audience, not **AT** them.



---

## 4. Using Views

Using PowerPoint Views allows you to follow a **linear** path or relational interactive paths for delivery.



### TERM TO KNOW

#### Linear

Pertaining to or resembling a line; step-by-step in order.

#### 4a. Slide Show View

You can use the Slide Show view to deliver your presentation. The slide occupies the full screen and displays the way your presentation will look when you project it.

You can use the Slide Show view to see the slide show on your computer screen one slide at a time. You can move to the next slide by clicking the mouse or using the up and down arrow keys.

#### 4b. Presenter View

You can see your notes on your monitor while the audience only sees the slide. You can also zoom in on a particular part of the slide or use a pen or laser pointer to call attention to details.

In Presenter view, you can display the current slide on the left side, the next slide on the right, and the notes at the bottom right of the screen.

---

## 5. Interactive Relational Delivery

**Relational** presentation (also known as visually interactive presentation) uses standard presentation software such as PowerPoint in a way that allows for dynamic customization of messages while presenting.

Relational presentation practitioners structure their material using a combination of strategies to develop and access small message units. Each small message unit is rather self-contained and can be pulled together as the speaker interacts with the audience.

While presenting, you interact with the audience rather than "talk at" them. You can use the Presenter view to quickly select and navigate to each message unit spontaneously within and between collections of interconnected shows.

Some of these navigation devices use text links and others incorporate picture thumbnails or miniature screenshots as link sources.



#### **Relational**

A type of interactive presentation using presentation software that is structured to allow dynamic customization of the message while presenting.

---

## 6. Navigation in a Presentation



Whether you are delivering a traditional, linear message or an interactive, relational presentation, it is helpful to gain control of the basic movements for the slide show.

*Move to the last slide:* Drag the scroll box to the bottom of the scroll bar or press [Ctrl] and [End]

*Move to the first slide:* Drag the scroll box to the top of the scroll bar or press [Ctrl] and [Home]

*Move to the next slide:* Click in the scroll bar below the scroll box or press [Page]

*Move to the previous slide:* Click in the scroll bar above the scroll box or press [Page]

*Move to a specific slide:* Drag the scroll box up or down until you displays the slide you want

---

## 7. Delivery Wrap-Up

So to wrap it up, you should prepare your lecture before firing up your software. Remember that the technology is your assistant and should help you, not take over the show.

You may creatively deliver a linear presentation, but you can also use PowerPoint to craft a highly interactive relationship experience with the audience.



### SUMMARY

In this lesson, you learned that you should **practice and rehearse** the slideshow to see what it will really look like when it is presented to an audience; use **Slide Show view** and try **navigating from one slide to the next** or preprogramming the amount of time for each slide to appear on the screen. The

**content of the slides serves as a guide** or outline for you and the audience, so you want to make sure you talk about each slide, not read the content to the audience who can read what is projected.

**Presenter view** allows you to see your notes on your monitor while the audience only sees the slide. While you move from one slide to the next, you can also zoom in on a particular part of the slide or use a pen or laser pointer to call attention to specific details. **Relational presentation** practitioners structure small message units that are rather self-contained and can be pulled together as the speaker interacts with the audience.

Source: Boundless. "Delivery Tips." Boundless Communications Boundless, 17 Mar. 2017. Retrieved 3 Jun. 2017 from <https://www.boundless.com/communications/textbooks/boundless-communications-textbook/preparing-and-using-visual-aids-16/using-powerpoint-and-alternatives-successfully-85/delivery-tips-327-10957/>



## TERMS TO KNOW

### Linear

Pertaining to or resembling a line; step-by-step in order.

### Relational

A type of interactive presentation using presentation software that is structured to allow dynamic customization of the message while presenting.