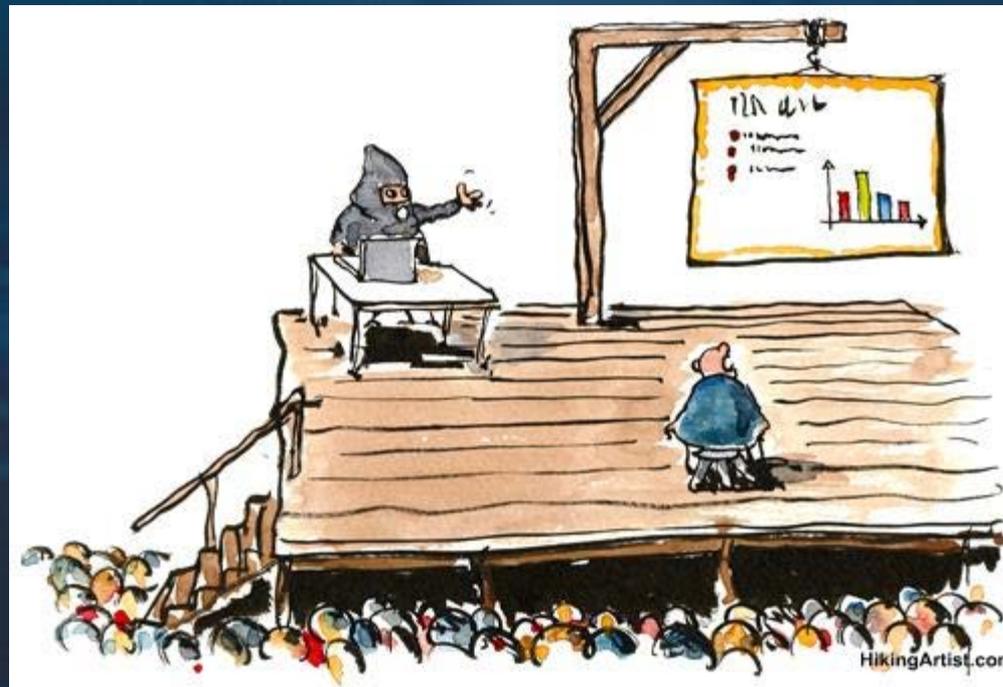


Death by PowerPoint

10 Easy Steps on How to Avoid It

by M. Milner-Bolotin & Corbin Ball Associates



The Power of Public Speaking

- **Glossophobia (speech anxiety)** is the fear of public speaking.
- Greek: γλῶσσα *glōssa* = tongue, φόβος *phobos* = fear or dread.

Public Speaking is a Skill

“There are always three speeches, for every one you actually gave. The one you practiced, the one you gave, and the one you wish you gave.”

– Dale Carnegie

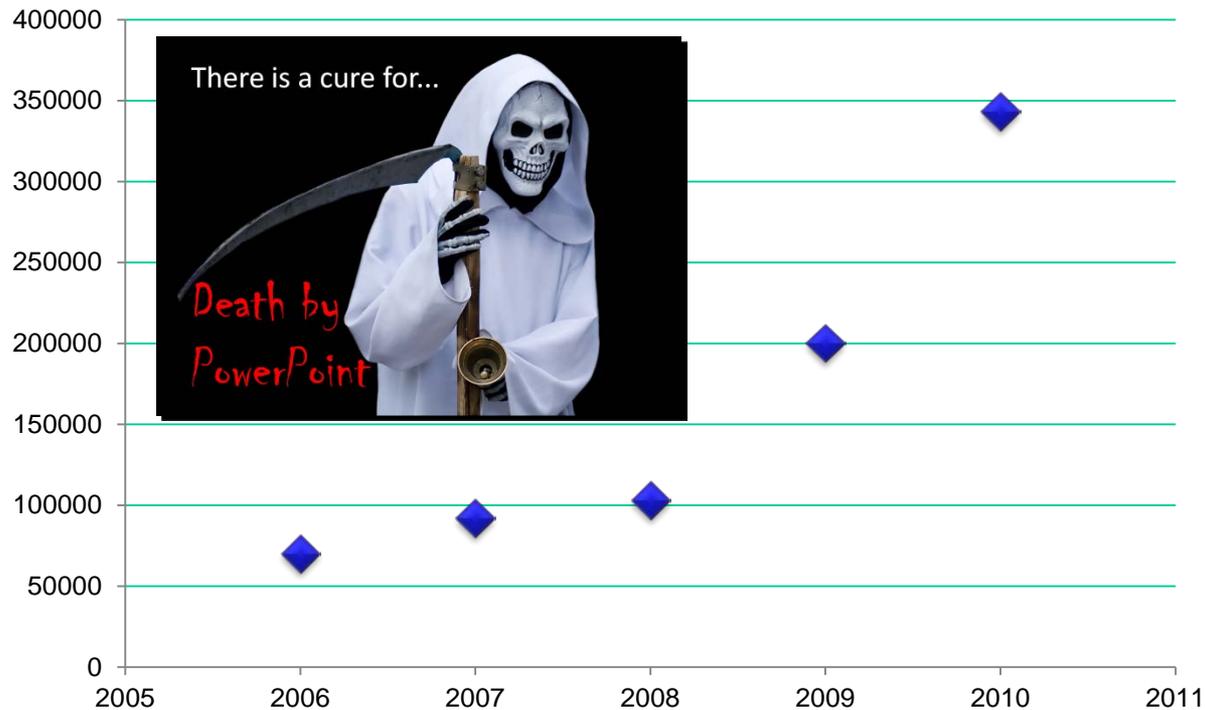
Why We Use PowerPoint...

- PowerPoint is easy to use and update
- Visuals increase retention
- You can make a greater *impact!*



PowerPoint: # 1 Cause of Death from Boredom Worldwide

According to Google Number of Deaths by PowerPoint Continues to Climb



Equally Deadly for Young and Older





The Top 10 Tips for Avoiding “Death by PowerPoint”

10. Limit the # of Words & Pictures

- About 15 to 20 words
- Outline key ideas
- RTUOJ&A - Reduce the use of jargon & acronyms

10

- A PowerPoint presentation is not a reading report! Here is a rather boring and long block of text that is sure to make even the most curious of people extremely sleepy. In fact, I will be quite impressed if you read through the entire thing. This example is really awful (or is it really good at depicting something really awful?). Whew, this is harder than I thought to write this much gibberish.
- A PowerPoint program should never compete with the speaker
- Even if you break it up with bullet points it still distracts.

Death by Cognitive Overload



9. Use Bold Simple Font

Arial Bold or Veranda are recommended



- Examples of hard to read text
- Examples of hard to read text
- Examples of hard to read text
- *Examples of hard to read text*
- Examples of hard to read text
- **The goal is maximum legibility**

72 Point Arial Bold

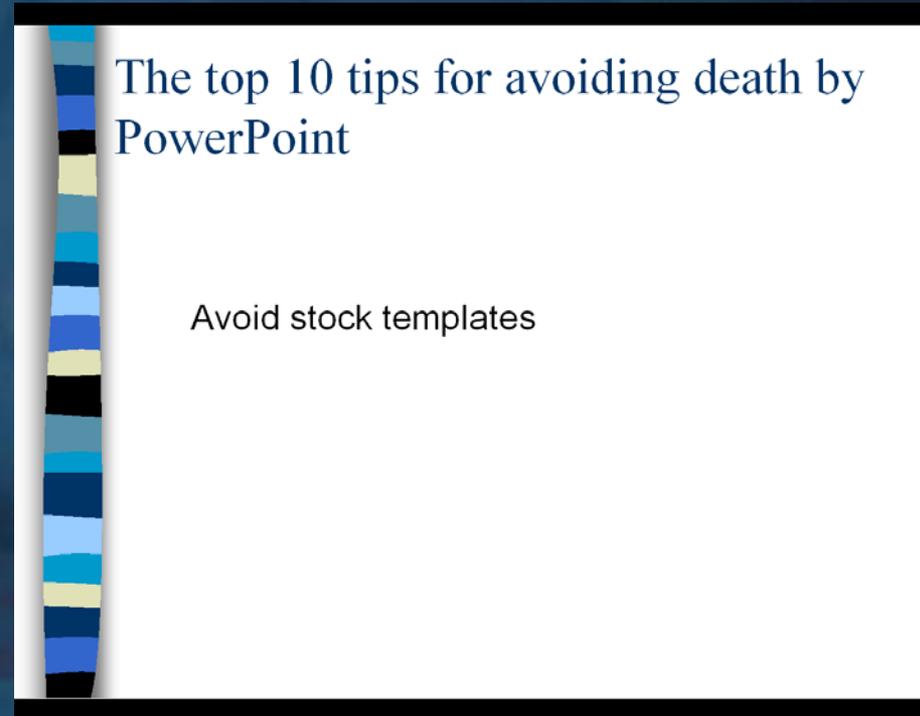
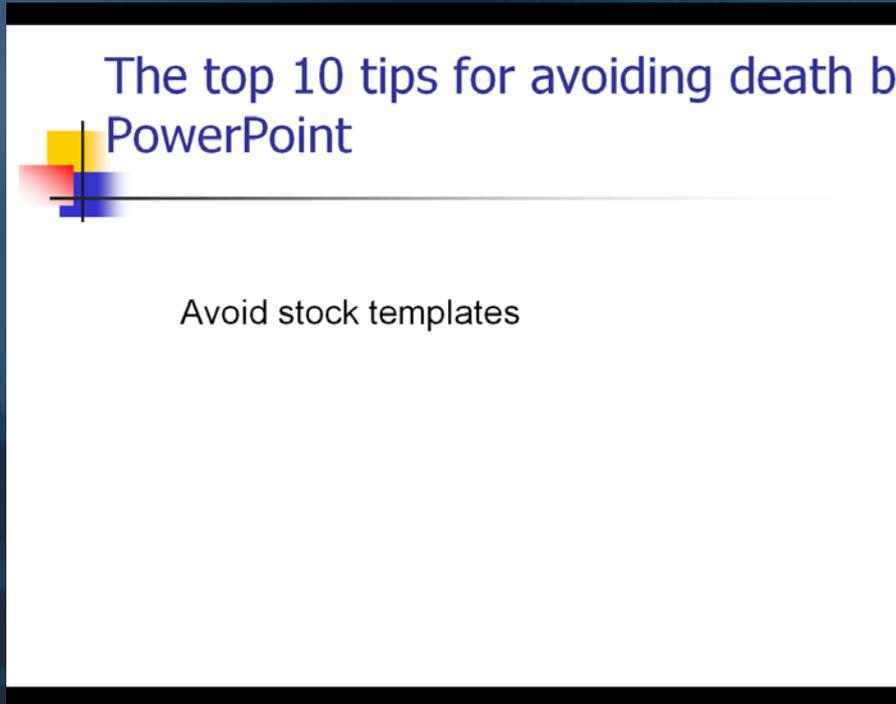
**48 Point Arial Bold
Preferred Size**

24 Point Arial Bold

8. Use Transitions Wisely

- Do not overuse animation effects
- Many people dislike animations
- Dissolves are the least jarring

7. Avoid Stock Templates



Use Google for “free PowerPoint templates”

7

6. Use Contrasting & Pleasing Colors

The top 10 tips for avoiding death by PowerPoint

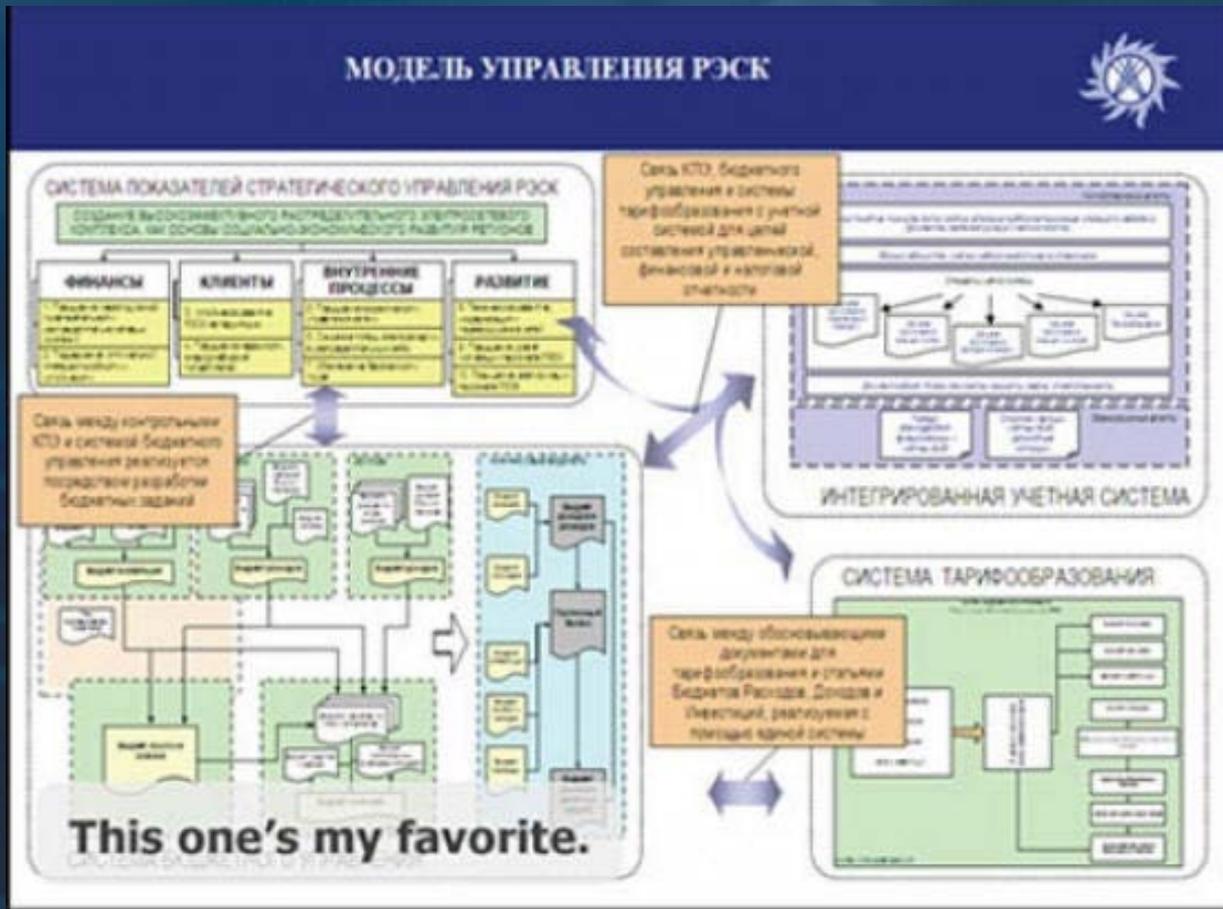
6. Choose a design where words contrast from the background.

5. Let the Audience Know Where You are Going

- **Talk Outline: What will be discussed**
- **Why it matters to them**
- **Major Outcomes**
- **Summary**

4. Use Visuals: Pictures, Graphs

A good picture is worth 1000 words



4

3. Use Wireless Remote

- **Don't be tethered to your computer**
- **Buy your own remote**
- **Practice using it**

2. Always Have a Backup

- **Burn a CD copy**
- **Carry it separately from your computer**
- **Load to your Web site**
- **Be ready to speak if it all fails**

1. Remember: You are the Show not the Screen



10. Limit the number of words.

9. Use a bold, simple font.

8. Use transitions wisely.

7. Avoid stock templates.

6. Words must contrast
from the background.

5. Let the audience know where you are going.

4. Use pictures & graphs.

3. Use a wireless remote.

2. Always have a backup.

1. You are the show,
not the screen !

Enjoy Successful PowerPoint Presentations!



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Participate, Illuminate, Elevate!



With more than 60 members striving to improve their speaking skills, the Vancouver Toastmasters Club (#59) is a group of people supporting each other as we navigate our way through the speech projects of our Toastmasters manuals. Gradually, each of us gets better week by week as we take small steps towards speaking confidently in front of a group.