
Welcome to PowerPoint:

Some Important
Considerations

Considerations 1 & 2:

- PowerPoint is a tool, not an end unto itself.
- A visual tool is meant to **enhance** a verbal message, not to be the message itself.

Visual Aids

- There are many ways a visual aid can enhance a verbal message; these include:

Message Enhancers:

- Helping the audience focus
- Repeating specific points
- Showing vital sequencing
- Highlighting essential vocabulary
- Illustrating relationships
- Providing essential examples

Additional Factors to Consider:

- Other factors speakers need to pay attention to in terms of visuals are:
- You need to keep speaking while using a visual aid.
- When the visual aid is finished being used, get it out of sight.

Additional Factors (Cont.):

- Do not use too many visuals.
- Be sure visuals are relevant to what is being presented.
- Visuals need to be talked about, not just shown to the audience.

Additional Factors (Cont.):

- Do not use PowerPoint as an echo to your verbal presentation; remember, visuals **enhance** what is said.
- With PowerPoint [or other text visuals], do not rush your audience. Remember, not everyone reads at the same pace.

Visual Aids:

- Other factors speakers need to pay attention to in terms of visual aids are:

CONCLUSION (Cont.):

- Remember, your visuals add to what is being said; they are not meant to be a duplicate of what is being said.
- Visuals add to your words.

Conclusion (Cont.):

- Use this information in your group presentation.
- Notice how the slides enhance what is written on the provided handout.
- Good luck.