

Presentations for OLLI Courses

OLLI at Duke
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Goals

- Explore audience traits
- Encourage best practices
- Provide examples, guidelines & tips
- Suggest additional resources

Agenda

- Adult learners
- Creating presentations
- Delivering presentations
- Summary
- Resources

Adult Learners

- Andragogy vs. pedagogy – see [wikipedia](#)
- Key attributes
 - Self-directed
 - Foundation of experience
 - Problem-solving orientation
 - Learn what's relevant

Adult Learners: Keep in Mind...

- Cognition limits: 5-7 *video*
- Exposure: Review, Recap, Repeat
- Attention span: organize / declutter
- Link new concepts to preexisting knowledge
- Positive emotions help us learn

Questions?

Creating Presentations

Creating: Plan the Presentation

- Define class goals, e.g.
 - Learn facts - inform choices
 - Discuss issues - form opinion
 - Learn and practice skills
- Consider audience background
- Plan when & how to engage
 - Q & A, discussion, practice skill

Creating: Presentation Structure

- Goals / outline
- Main content
- Pauses for interaction (Q&A)
 - “sign-post” slides
- Summary
 - recap, next steps
- *References: website, your email address*

Creating: Keep It Simple

- Many simple vs. fewer dense slides
- Single focus per slide
- Limit content – 5-7 bullets
- Do not read from slide!

Creating: Slide Style

- Built-in themes: layout, colors
- Contrast: background vs. text color
- Legible and consistent

Creating: Slide Style (Bright)

- Built-in theme: layout, colors
- Contrast: background vs. text color
- Legible and consistent
- **Avoid overly bright background**

Creating: Slide Style (Dark)

- Built-in theme: layout, colors
- Contrast: background vs. text color
- Legible and consistent

Creating: Text Content

- Phrases, not sentences
 - Omit articles: “a”, “the”, etc.
- Font style: sans-serif
 - e.g., Calibri, Arial
- Font size: 40 to 24 point
- Bold, italic, color for emphasis

Creating: Font Sizes

- Title ABCdef 40-point
- Title ABCdef 36-point
- Title ABCdef 32-point
- Title ABCdef 28-point
- Title ABCdef 24-point
- Title ABCdef 20-point

Creating: Fonts in Classroom

- Title ABC 44-point
- Title ABC 40-point
- Abcd Efg Hijk 36-point
- Lmno Pqr Stuv 32-point
- Lmno Pqr Stuv 28-point
- Lmno Pqr Stuv 24-point Abcd Efg Hijk
- Lmno Pqr Stuv 20-point Abcd Efg Hijk
- Lmno Pqr Stuv 18-point Abcd Efg Hijk
- Lmno Pqr Stuv 16-point Abcd Efg Hijk
- Lmno Pqr Stuv 14-point Abcd Efg Hijk

Creating: Slide Content

- Graphics to help convey message
 - photographs - 1 or 2
 - diagrams
 - cartoons - enlarge captions
 - charts / graphs - not data tables
- Video or audio recordings
 - short excerpts: 2-5 mins max

Creating: Slide Layout

- Slide size
 - Wide (16:9) vs. Standard (4:3)
 - PowerPoint: *Design tab, Slide Size on right*
 - Keynote: *More > Document Setup > Slide Size*
- Extra bottom margin
 - Zoom “gray bar” / low screen in classrooms
- Page numbers (not “*n of m*”)

Creating: Layout Tips

- Building slide deck
 - Use slide masters and layouts
 - Duplicate slides
- White space
 - blank lines w/ font size
 - line spacing options
- Check spelling and grammar

Creating: Advanced Techniques

- Slide Animation
 - Visual or sound effects to slide elements
 - Reveal or highlight current bullet
- Slide Transitions
 - Visual effects advancing slides
 - Fade, float in, wipe, etc.
- Use sparingly

Watch next slide...

Creating: Tips for Sharing Slides

- Share PDF file – email or website
 - Save as PDF (all pages)
 - Export > Create PDF (selected pages)
- Minimize PDF size
 - PPT: File > Options > Advanced > Image Size
 - Keynote: File > Advanced > Reduce File Size
- Consider handouts format (2-up)

Creating: Tips to Organize

- Use slide sorter (thumbnail) view file
 - PowerPoint: View > Slide Sorter
 - Keynote: View > Light Table
- Organize slides in single file
 - PowerPoint sections / Keynote groups
 - Group by class week or topic
 - Print pages in section(s) as PDF
- Hide slides but keep in deck

Questions?

Delivering Presentations

Delivering: Training

- OLLI at Duke training resources
 - olliatduke.online/instructors
- 1-on-1 Prep & Check session – Jan 10-20
 - [Sign-up sheet](#)

Delivering: Practice

- Rehearse your presentation
 - PPT: Slide show > rehearse timings (*turn off later*)
 - PPT: Slide show > rehearse with presenter coach
 - Keynote: rehearse slideshow mode
- Practice on personal Zoom account (free)
 - Dry run with family / friend / moderator
 - Record yourself (paid account)
- Class Rehearsals – Instructors new to Zoom

Delivering: Setup for Zoom

- Check:
 - lighting, audio, video, water
- Turn off:
 - phones, computer alerts, screen saver
- Send moderator or staff copy of slides
- Launch slides on computer
- Join Zoom pre-class 30 mins before start

Delivering: Start Class

- OLLI Staff starts class
- Introduces moderator (if any)
- Explain when & how to interact
 - Q&A: chat window
 - Discussion: raise hand – Zoom or physical

Delivering: During Class

- Smile at the camera!
- Show your passion for topic!
- Don't read slides
- Avoid moving mouse
- Take pauses: Q&A, short videos, etc.
- End on time

Delivering: Engage Students

- Ask questions
 - Replies in: polls, chat, raise hands, emails
- Work with moderator
- Share all Q&A
 - via email, website, next class
- Solicit and appreciate
 - Student contributions
 - Feedback (early term - week 3)

Questions?

Summary

- Creating presentations
 - Share lesson goals; recap at end
 - Legible, consistent format
 - Minimal text; use graphics
- Delivering presentations
 - Practice, practice, practice!
 - Engage students: Q&A, discussion, email

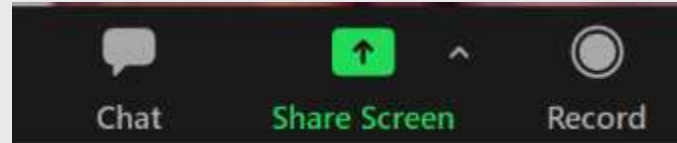
Resources

- olliatduke.online/instructors
- olliatdukeinstructors.pbworks.com
- PowerPoint tutorials
edu.gcfglobal.org/en/subjects/office/
- Keynote tutorial (Apple)
support.apple.com/guide/keynote/welcome/mac

The End

Delivering: Zoom Share Screen

1. Click Zoom toolbar “Share Screen”



2. Select app window or Screen/Desktop
3. Check boxes: *Optimize for Video / Share audio*
4. Press blue “Share” button
5. Click mouse in app being shared