HUMOR FLASHPOINTS IN POWERPOINT® PRESENTATIONS

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CAUTIONS:
If a rash, swelling, bloating, hemorrhaging, or gangrene develops, you might want to stop reading this.

This handout contains extremely boring material that some of you may find interesting. What is wrong with you?

DO NOT drink alcoholic beverages or ingest hallucinogens before reading this paper. They may create a false sense of value in the content.

Keep away from ferrets, weasels, alligators, and monsters.

BEST when read before APR 7 2019

Invited breakout session for annual AATH Conference, Chicago, IL.

April 6, 2019

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“DEATH by POWERPOINT®”
IS A NATIONAL EPIDEMIC

MOST FREQUENT COMPLAINT:
Too much text and boring graphics

✓ forego sex tonight (24%)
✓ do their taxes (21%)
✓ go to the dentist (20%)
✓ work on Saturday (18%)

DECK PREPARATION

1. Presentation Deck
(aka Briefing Deck)

2. __________ Deck
(aka Reading Deck)

TOP 10 PRACTICES

10. Slide Background

A. Template
B. Solid Color/Gradient
C. Customized
Minimize _____________
(graphics, logo)

9. Font

A. Size
B. Type

Read easily from _____ __ ______

Gill Sans MT      40pt       Verdana
Gill Sans MT      32pt       Verdana
Lucida Console
Lucida Console

Microsoft Sans Serif  Arial
Microsoft Sans Serif  Arial
8. Color
A. Cool background
B. Warm font

Pick ______ ________ colors

A. Cool background
B. Warm font

SLIDE COLOR
White—cold, bland, empty
Black—mystery or power
Gray—neutrality, stability, dullness
Red (burgundy)—passion, bold, fire, intensity, excitement
Blue—calm, cool, tranquility, stability, confidence
Brown—calm, comforting, simplicity

FONT COLOR
Yellow—happiness, joy, optimism
Green—hope, calm, harmony, balance
Pink—gratitude, appreciation, sympathy
Purple—royalty, nobility, wisdom
Orange—energy, happiness, heat, enthusiasm
Magenta—artistic creativity
Violet—magic, harmony

7. Titles & Heads
Use a full-sentence assertion
State the “_______ of the slide”

6. Text or Bullet Points
“LESS is BEST”
A. Text
B. Bullet points
Highlight ______ ________ so eyeballs are drawn to points
5. Engagement
   A. Integrated
   B. Spontaneous

   Audience should be __________ from beginning to end

SAMPLE ACTIVITIES
1. Fill-in-the-Blank _______
2. Questions to Be Answered by Hand-Raises, Clickers, or Online
3. Survey with a Rating Scale or Checklist
4. Audience Reads or Interprets Content
5. Exercise or Problem
6. Audience Provides Answers (Type on slide)
7. Open Q & A (Black slide)
8. Skit, Parody, or Demonstration (Black slide)
9. Music or Video Clip Reaction
10. Graphic Display of Clicker Answers

4. Images
   A. Still
   B. Animated

   ______ or _________ should accompany image

IMAGES
KEY QUESTION: WHAT IMAGE COULD BE USED TO MAKE THE POINT OF THIS CONTENT CLEAR AND MEMORABLE?

1. CREATE A POOL OF IMAGES (Creative Commons)
   (a) pictures
   (b) cartoons
   (c) graphics

2. EDIT THE IMAGES
   (a) Emotional Impact
   (b) Intellectual Impact
   (c) Offensiveness

3. INSERT IMAGES INTO SLIDES
4. FINAL EDIT OF IMAGES

3. Movement
   A. Transitions
   B. Animations
      (letters, words, graphics)

   Apply to __________ to illustrate concepts and processes
6 TECHNIQUES
1. Opening and closing slides
2. Slide titles
3. Segue into next section or topic
4. Bullet-point lists revealing content incrementally
5. Graphic material and illustrations
6. Verbal jokes, such as one-liners, multiple-choice format, and top 10s

2. Music
Embed with heads, text, lists, images, & demos
Create __________ connections

12 TECHNIQUES
1. Prelude to your presentation to set tone
2. Opening (1st violin, joke, or parody)
3. Slide titles with animation synched
4. Segue into next section or topic
5. Introduction of a video clip with same music
6. Accompanying text animation or bullet points
7. Adding music to pictures or graphic material
8. Introduction to demonstrations/skits/dramas
9. Accompany key points in demo with lyrics
10. Sound effects in jokes or to create humor
11. Introduction and close of Commercial Breaks
12. Finale and summary

And the No. 1
BEST PRACTICE

1. Videos
A. Embed
B. Stream

Strongest element for __________, __________, & __________

12 TECHNIQUES
1. Opening presentation to set tone or introduce problem
2. Exaggeration of a point or concept
3. Presenting an opposing viewpoint or debate
4. Providing an example of real-life application
5. Dramatically reinforcing a concept
6. Motivating or inspiring to take action
7. Humorous illustration to alter the mood
8. Background viewing during group exercises
9. Segue into next section or topic
10. Creating a stimulus for discussion
11. Change of pace as a Commercial Break
12. Finale and summary
FINAL ADVICE

REHEARSE,
REHEARSE,
REHEARSE.

Scheduling Rehearsal &
Presentation?
**POWERPOINT® PREPARATION QUOTIENT (PPQ)**

**DIRECTIONS:** Read each of the following characteristics of PowerPoint® slides in the context of your own PowerPoint® practices. For those that you consider MOST or ALL OF THE TIME in preparing your slides, place an X on the YES line; otherwise, mark an X on the NO line. Add the number of Xs in the YES column to determine your PPQ.

**POWERPOINT® SLIDE CHARACTERISTICS:**

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<th>YES</th>
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<tbody>
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<td>10. SLIDE BACKGROUND (template, color, etc.)</td>
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<td>9. FONT (size and type)</td>
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<td>8. COLOR (background and font)</td>
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<td>7. TITLES and/or HEADS</td>
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<td>6. TEXT or BULLET POINTS</td>
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<td>5. ENGAGEMENT techniques</td>
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<td>4. IMAGES (still and animated)</td>
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<td>3. MOVEMENT (transitions and animations)</td>
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Score 1 point for each X in the YES column. Write your total score here: ________

**POWERPOINT® PREPARATION QUOTIENT (PPQ) CATEGORY:**

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