

## Creating Presentation Outlines with PowerPoint

As you read in the textbook, it is very important to

- Practice your presentation so that
- You don't have to read it word for word

One way to accomplish this is to create the speech in outline form. You may wish to do this with PowerPoint or another presentation manager program. Or, you may wish to do this with your word processor, or even in the traditional way, with note cards.

### ***Sample Technical Presentation***

The presentations you'll find at the following URL were created for a course titled "Experiments in Voice User Interface" held at Stanford University.

<http://www.stanford.edu/~nass/comm369/>

Look at the following presentation from this collection. If possible, open it in PowerPoint so that you can review the presentation notes that the students added to some of the slides.

[http://www.stanford.edu/~nass/comm369/Face\\_Voice\\_Mismatch.ppt](http://www.stanford.edu/~nass/comm369/Face_Voice_Mismatch.ppt)

Then, compare the content of the presentation with the technical report produced by the student group.

<http://www.stanford.edu/~nass/comm369/pdf/Voice%20and%20Emotion.pdf>

How does the language in the presentation differ from the language the group used in its technical report?

Using relevant questions from the [Presentation Checklist](#), evaluate the presentation outline. If you could speak with the presenters, what recommendations would you make to help them deliver this presentation effectively? Consider not only content and visual aids, but also delivery.