

Advanced lecture and presentation techniques

1. Multimedia and technology

1.1. Visual presentation principles

These are some basic principles of visual information.

- Visual field
- Contiguity
- Visibility
- Coherence
- Complimentary visual / auditory channels
- Interaction
- Attention & focus

And thus:

- Clear, meaningful titles
- Clear labels; appropriate arrangement of items
- Minimal text, readable text; visible graphics;
- Simple, readable designs
- Minimal text; avoid complete sentences
- No distracting effects or irrelevant items
- No presentation bling¹
- Don't read slides aloud; interact with the audience
- Sufficient rehearsal
- Focus on the contents, but interact with the audience
- About 1 min. per slide (on average, generally)
- Plan questions, transitions, breaks, or a mix of class activities

1.2. Prezi

www.prezi.com – a free, browser based presentation app². Tutorial videos and guides are available on the Prezi website and on Youtube. Note: Avoid excessive cuteness, special effects, or zooming around. Prezi can now import PPT files, and export to PDF.

1.3. Other alternatives & ideas

- OpenOffice [OO]: free open-source based alternatives to MS Office: LibreOffice (libreoffice.org), IBM Lotus Symphony (symphony.lotus.com), Google Docs – free apps, all of which use OO file formats by default
- Latex: Those in some STEM fields use Latex for documents; the Latex Beamer and Prosper document classes can produce slides (PPT-size PDF slides)

1 Bling: a slang term for excessive, ostentatious jewelry worn by hip-hop singers; or for something else that is excessive, showy and unnecessary, such as slide decorations, graphics, or effects that are showy or overly “cute”.

2 Use your university email account to sign up to get the educational version, which offers more. An offline, stand-alone Pro version is available for \$160.

- Graphics: Gimp (graphics software; free open-source equivalent to Photoshop), Smartdraw (tree diagrams, concept maps, flow charts)
- Media: VLC Player (free media player), Audacity (sound editor); these are available for Windows, Mac, and Linux
- Whiteboard, realia (actual objects for demonstrations or hands-on activities), demonstrations, handouts
- Firefox & Opera web browsers: You can install add-ons for downloading videos from Youtube & other sites; and many other tools, e.g., dictionaries, reference, search, and translation tools.

1.4. Miscellaneous tech tips

- Cloud storage: Google Drive; Dropbox³
- Portable apps (portableapps.com) – portable versions of programs that can install on a USB drive (browsers, PDF apps, anti-viruses, VLC, Gimp, LibreOffice, etc.)

2. Delivery

1. Flow: [1] transitions; [2] using questions; [3] rehearsal; [4] mnemonics (memory tricks)
2. Nervousness: [1] a purely natural reaction; [2] performance anxiety from a performance orientation; consider your self-expectations or perfectionism
3. Efficacy – thru experience, enthusiasm for the contents, and learning from others (even “channeling” others)
4. Resources: [1] TED.com; [2] OCW sites (ocw.korea.ac.kr, ocwconsortium.org, OCW sites of major universities)

2.1. Vocal delivery

1. Intonation & sentence stress
2. Diaphragm, vocal energy, vocalization exercises
3. Personal energy, diet, and exercise

3. Body language

- | | |
|-------------------------------------|---|
| • Standing and moving | • Proxemics |
| • Torso, legs, arms, hands | • Leading vs. mirroring |
| • Head, face, eyes | • Dress, appearance (especially cross-culturally) |
| • Excessive gesturing or enthusiasm | |

Caution: Don't focus excessively on body language, but be natural; focus more on contents, natural enthusiasm, and connecting with the audience.

4. Micro-teaching tips

For certificate seekers: Present either a segment of a longer lesson, a summary of a longer lesson, or a conference presentation. Craft a good, well organized outline, with a good introduction and conclusion. Rehearse. Make sure you can cover everything in 12 minutes. Portfolio materials are due within one week of micro-teaching, but before 13 July 2012.

³ For Dropbox, use my referral code, and you can get a 500 MB bonus: <http://db.tt/d659tDi>.