Planning Powerful Presentations

Mondays 6 – 7 PM
October 5 - 26, 2020
Instructor: Kristin Little
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Course description:

Designing and delivering presentations can be fun but also intimidating. This class will help make the process less scary by providing easy-to-use strategies for achieving your purpose with varied audiences and contexts. You will learn how to develop effective visual presentations and methods for face-to-face or on-line presentations. In addition to reviewing ways to create interesting slides, we will also talk about developing a presence, accessibility, copyright issues, and the challenges of remote presentations.

Course overview:

- Length: 4 weeks
- Modality: Online with 1 hour synchronous meetings weekly and various asynchronous activities to include readings, discussions, and recorded materials (½ an hour for the first three weeks)

- Reading List:
    - Duarte, N. (2010). *Resonate: Present Visual Stories that Transform Audiences.*
    - https://cft.vanderbilt.edu/guides-sub-pages/making-better-powerpoint-presentations/
    - https://libguides.wilmu.edu/c.php?g=247635&p=1649987
    - Copyright:
    - https://creativecommons.org/
    - https://owl.purdue.edu/owl/purdue_owl.html

Schedule:

- **Week 1**
  - **October 5**: Why the Rhetorical Situation matters and visual strategies. Walk through of rhetorical analysis of a presentation. Activity for identifying the Rhetorical Situation and visual strategies
  - **Recorded lecture**: Visual strategies and appeals
  - **Discussion**: Potential contexts, audiences, and purposes for your future presentations

- **Week 2**
  - **October 12**: Best practices for slides (not crowding, number of slides based on expected time, etc.) Activity-working with slides
  - **Recorded lecture**: Sample Ignite presentation
  - **Discussion**: Discuss the best and worst presentations you have seen

- **Week 3:**
  - **October 19**: Best practices for giving the presentation (specific attention paid to remote presentations and recorded presentations; focus on: speed, writing a script, not reading the slides, considering recorded presentations), and personal challenges. Activity-best practices presentation checklist
  - **Recorded lecture**: Captioning/Accessibility for in-person, live online, or recorded presentations

- **Week 4**:
  - **October 26:** Best practices for visuals (copyright and ethics) and how to find and give credit for images used in presentations. Overcoming team challenges. Considering accessibility.