Presentation Tips

Everyone is here…

NOW WHAT?

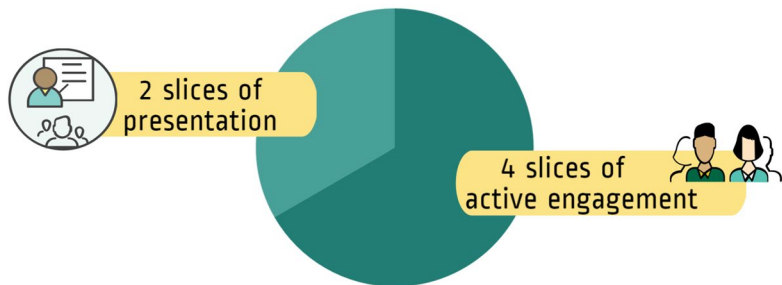### Fullan & DuFour say:

"NO INVOLVEMENT = NO COMMITMENT"

Keep the "sit and get" to a minimum and include some sort of activity to engage your audience in order to increase understanding and the application of YOUR topic to THEIR lives.

TRY TO THINK OF THIS PRESENTATION AS A PIZZA WITH:

2 slices of presentation

4 slices of active engagement

Image Source: Dean & Tobias, DoDEA Pacific Office

THINK ABOUT….

- ➢ Opening with an activating question.
- ➢ Summarizing your topic in 15 words or less.
  - o Knowing what the important 15 words are so that they can be repeated.
- ➢ Anticipating 2 questions that might be asked by participants.
- ➢ Posing 2 questions to the participants.
- ➢ Ending with a summarizing question.

Image Source: DigitalVision, Shutterstock

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Image Guidelines

An image is worth a thousand words.	Using the correct image will convey ideas and concepts much more effectively than text alone. The correct picture will engage your audience and increase knowledge retention. However, using the wrong picture has no effect at all and will disengage your audience.

TIPS TO REMEMBER WHEN USING IMAGES IN POWER POINT PRESENTATIONS

1. Use images that are relevant to the topic and enhance the text on the slide.
2. Use an appropriate number of images per slide; too many images will distract the audience.
3. Use images that are of high quality, not grainy, hazy, or watermarked.
4. Use images that represent a variety of ethnicities, races, ages, and gender.
5. Use a caption that provides the image creator's last name (if known) followed by the source for where you retrieved the image.
6. Use images that are copyright free.

GUIDELINES FOR IMAGES

- Always use copyright free images.
- Always read and comply with the use restrictions for specific image sources.
- Always provide a caption that includes:
  1) **Creator's last name or the name of the photo collection**
  2) **Source where the image was retrieved**

Image Source: DoDEA Communications, Flickr Photostream

WEBSITES WITH COPYRIGHT FREE IMAGES

Title	Description
Creative Commons	Search many sites at once
DoDEA Flickr	Contains thousands of DoDEA's best pictures
Flickr Advanced Search	Use advanced search filters to show only CC licensed images
Freeimages	Hundreds of free photos and illustrations
Freerange	Provides many pictures with fine quality
Imagebase	Free high quality pictures taken by professional photographer, David Niblack
Kozzi	One free photo per day
Library of Congress	Contains digital collections representing a variety of subject areas and time periods
Morguefile	Free stock photos
StockVault	Free images from photographers around the world
Wikimedia Commons	More than 15 million media files for free

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