

Guidelines for Developing Presentations

1. Remember to create a context for the learner (i.e. is there a “story” related to this topic that can help draw the learner in to the presentation?)
 - a. How does this information apply to the learner? Why is it important for them to know?
2. Include a short overview at the beginning and summary slide at the end of the presentation
3. Keep the audience in mind and deliver content targeted to this level: For example, junior/senior level undergrads vs. post-graduate.
4. Developing the presentation:
 - Slides should be uncluttered, not busy, to avoid distracting learner. If using a background image or theme, be sure the font color is readable. Do NOT use dark background with white text or red and green (background and font color) together. Individuals with vision impairments or colorblindness will be unable to read the slides.
 - Include small UNL logo in the corner of all slides and on first slide with non-discrimination statement
 - See this webpage for details and a PowerPoint template.
(<http://ucomm.unl.edu/toolbox/design-layout>)
 - Ideal presentation length is **10 minutes**. A presentation should definitely not be longer than 20 minutes in order to keep learner attention.
 - Maximum number of words per slide = 20-30; focus on using key words/phrases for the important points.
 - Use pictures and images wherever possible
 - Avoid mentioning dates; keeps the presentation relevant for longer (instead use year 1, year 2, previous year, the next year, etc.)
 - Create a context, use examples to create interest in the topic, use real data where it is relevant
 - Ask 2-3 questions during the presentation that will get the learner to think (i.e. What do you think caused this response? Why is “this” important? What impact will “that” have?); pause for 5 to 7 seconds before continuing to allow the learner time to formulate a response
 - Can also create and implement quiz questions using Techsmith Relay post-recording that require the students to answer before moving on in the lecture/presentation.
 - Develop each presentation as a stand-alone item if possible so there is potential to use this item in other venues (i.e. avoid referencing quizzes or exams or other course specific references).
 - Tips for recording presentation on computer:
 - Maintain vocal inflection
 - Imagine you are speaking to an audience as you voice over the slides
 - On average it will take about 1 hour to record a 20 minute presentation