

Using presentation software

Rules for ToK presentations

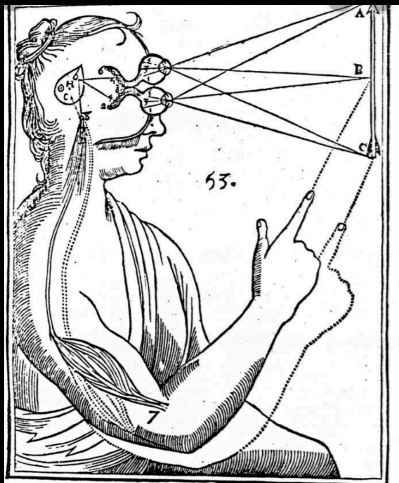
1. Software is a tool to enhance your presentation - it is not the presentation itself

- Speak to the audience not the screen
- Do not read your slides
- Use the software to do things that a voice cannot do - show pictures, diagrams relationships etc. Anything you can do with your voice should not rely on the software
- The software should enhance your presentation not be the presentation

2. Make sure everything on the screen can be seen by anyone in the room

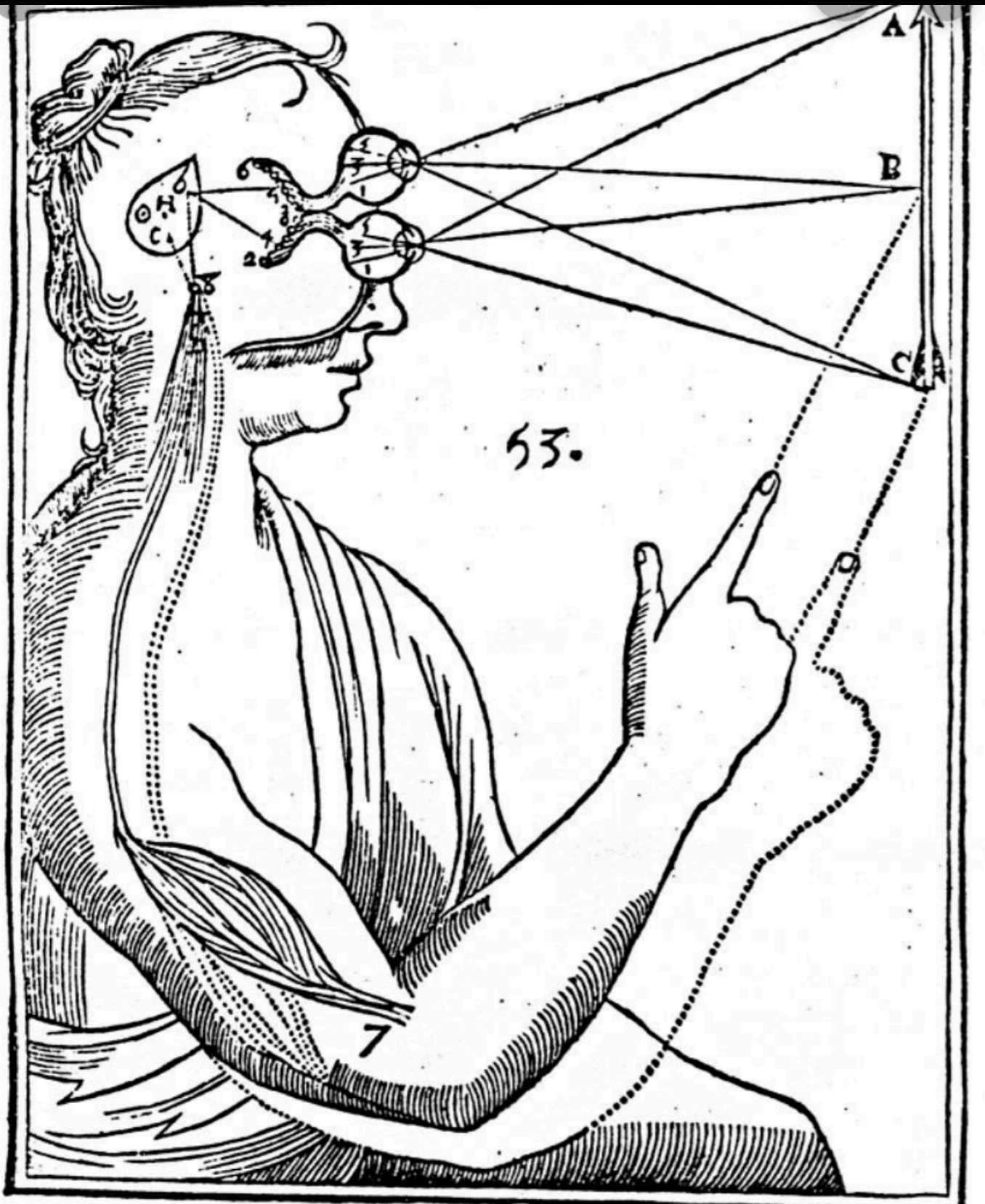
- This is especially important for images. Enlarge images to the maximum reasonable size
- Make sure to enlarge images proportionally so as to avoid distortion
- Minimum text size for a standard font is 26 for a normal room, 32 for a larger room like D210

Descartes and the pineal gland



- Descartes believed the Pineal gland was the point at which the non-physical mind connected to the physical body

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3. Software should focus and not distract

- Bullets should come in only when relevant to the presentation - not all at once
- If you present the audience with a mass of text, they will read the text rather than listening to your point. With text, less is always more.
- Visuals should be directly related to your point and should be explained with care - avoid superfluous decoration

4. Practice the presentation with the software

- Think about the think about the presentation and the software as two parts of an integrated whole
- Work on getting your timing in sync with what is on the screen
- Make sure you now how any multimedia aspects of the presentation will be integrated (and practice this)