



HOW TO MAKE BETTER ONLINE PROGRAMS

How to make Powerpoints more productive

How to Be a Better Online Teacher

In this e-Book you will learn
successful techniques for:



1-How to present content in PowerPoint

- Layout of the PowerPoint content
- Fonts, titles, colors, and backgrounds
- Structure of the content of the video class (introduction, development, conclusion and farewell)
- Length of the video class in relation to the number of slides
- Amount of content per slide
- Copyright of audiovisual material

2-Teacher's presentation

- Body language
- Voice modulation
- Pace of presentation
- Wardrobe

1- CONTENT'S PRESENTATION



We suggest the 666 rule for simplicity in Powerpoint design:

Six words per bullet

Six bullets per image

Six-word slides in a row

2-3 minutes per slide

Keep the content simple too. Focus on the most important facts. Information overload will put your audience to sleep.

BE CONSISTENT

Use the same colors and fonts throughout—select graphic images in the same style. Templates go a long way toward helping to maintain consistency.

- CONTENT'S PRESENTATION



TEXT

Use as little text as possible to avoid overwhelming your audience with a barrage of ideas. Limit the number of words you can put in each slide. As much as possible, don't overload your slides with information.

FONTS

Two font families is a good rule of thumb. No more than one graphic image or chart per slide is another good rule, excluding a corporate logo or another recurring element in the design.

IMAGES

Use high-quality graphics, including photographs. You can take your own high-quality photographs with your digital camera, purchase professional stock photography, or use high-quality images available online (be cautious of copyright issues).

- CONTENT'S PRESENTATION



More Tips

- Use no font size smaller than 24 point.

Use the same font for all your headlines.

Select a font for body copy and another for headlines.

- Use dark text on light background or light text on dark background.

Keep the background consistent and subtle.

Limit the number of transitions used. It is often better to use only one.



- TEACHER'S PRESENTATION



Practice delivering the presentation until you can do so without odd pauses.

Practice walking the room and making eye contact with your audience (camera).

You don't want to present with your head buried in your notes.

Focus on the Audience

Give a brief overview at the start. Then present the information. Finally review important points.

When possible, make the audience the main character in your presentation. Use the presentation to help them solve a problem they face.

- TEACHER'S PRESENTATION



Know Your Platform

A comfortable presenter knows his presentation program inside and out. Whichever format of presentation you use, take the time to learn it well. (Powerpoint/ Smartboard)

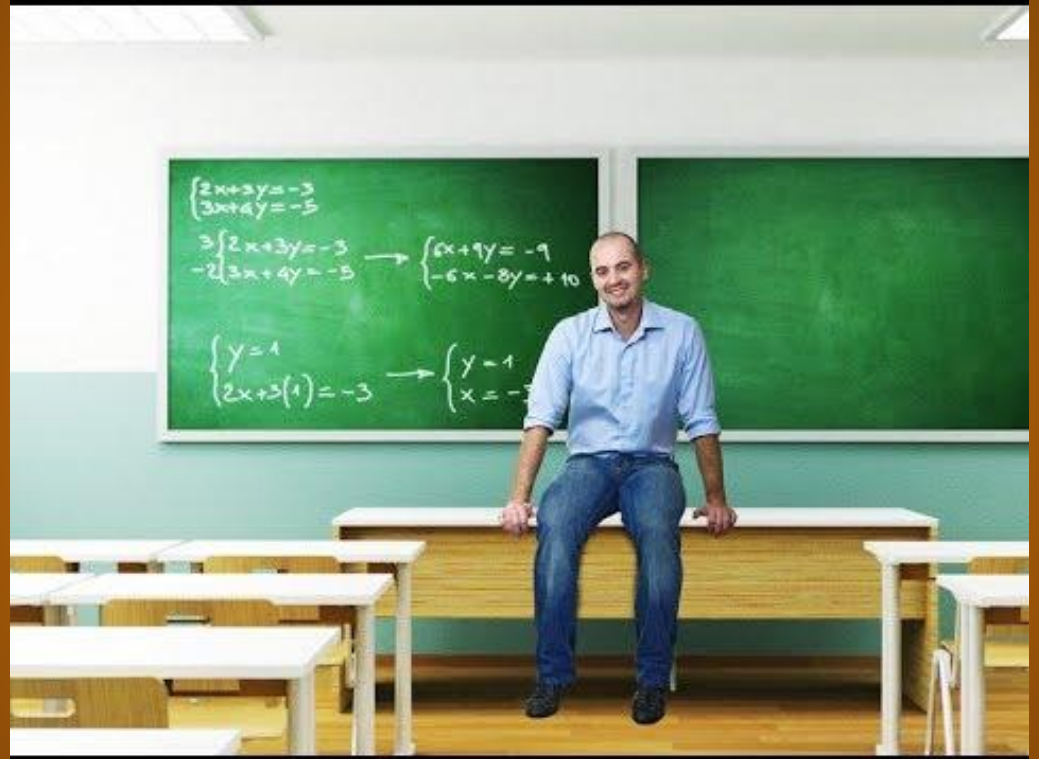
What you wear

Don't worry about what you wear as long as you avoid some basic mistakes.

Don't wear stripes or overly bold patterns (they look odd on camera).

Don't wear chunky jewelry. Try to match your appearance to the impression you want to project about yourself.

- TEACHER'S PRESENTATION



More Tips

- Plan carefully.
Do your research.
Know your audience.
Time your presentation.
Speak comfortably and clearly.
Check the spelling and grammar.
Do not read the presentation.
Practice the presentation so you can speak from bullet points.

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- It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
If sound effects are used, wait until the sound has finished to speak.
If the content is complex, print the slides so the audience can take notes.
Do not turn your back on the audience/camera.
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More Tips

- Use design templates.
 - Standardize position, colors, and styles.
 - Include only necessary information.
 - Limit the information to essentials.
 - Content should be self-evident.
 - Use colors that contrast and compliment.
 - Too many slides can lose your audience.
 - Keep the background consistent and subtle.
 - Limit the number of transitions used. It is often better to use only one, so the audience knows what to expect.
 - Use a single style for bullets throughout the page.
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- Use one or two large images rather than several small images.
 - Prioritize images, instead of a barrage of images for competing for attention.
 - Make images all the same size.
 - Use the same border.
 - Arrange images vertically or horizontally.
 - Use only enough text when using charts or graphical images to explain the chart or graph and clearly label the image.
 - Use the same graphical rule at the top of all pages in a multi-page document.

▶ WHO WE ARE:

We are a company specialized in Educational Program Development and Video Production.

In partnership with universities, institutions, companies, and individuals we develop high-impact educational programs, recorded in high-quality video and delivered on the online platform.



We offer flexible, cost-effective content creation and video production for universities, businesses, organizations, and individuals.

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