

# HOW TO MAKE THE TEACHING POWERPOINT SLIDES MORE ATTRACTIVE IN YOUR TEACHING

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## 1. INTRODUCTION:

All the rooms on our campuses of UEH have been equipped with projectors and screen. This is the best advantage for us to optimize the use of high tech facilities in our lessons through PowerPoint.

All of us have been working as lecturers and have a lot of teaching experience in this field; however, not many of us have chance time to study how to use Microsoft PowerPoint efficiently and effectively. Although PowerPoint is an easy program to use and a powerful tool for giving a presentation. Whether your presentation needs a visual kick, tools for collaboration, easy access or the ability to share information beyond the initial meeting, PowerPoint is a good option we need to choose as our priority. It can even help reduce speaking anxiety by drawing our students' eyes away from us and towards a screen. However, we should not expect this technology to substitute for sound and dynamic speaking skills.

Through this, we would like you to keep your eyes on some benefits of PowerPoint that bring to us in our teaching field and how to make your PowerPoint more attractive so that our students are interested in our lessons and cannot stay away from their English classes.

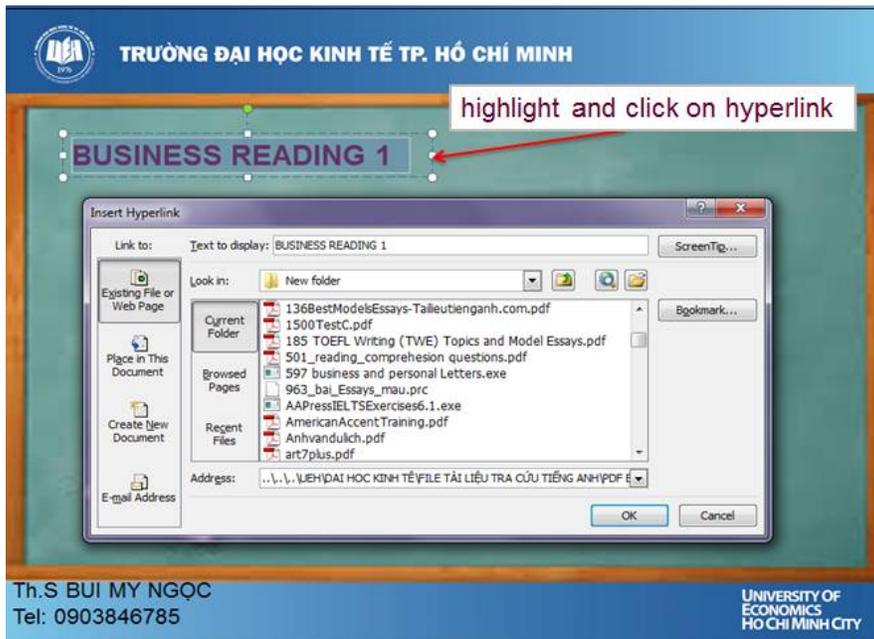
## 2. POWERPOINT BENEFITS IN OUR TEACHING CAREER

### 2.1 Visual Impact

According to many studies, people are easily impressed by pictures and sounds through their senses of hearing and sight. When we make our decisions on the use of multimedia as video clips, power-point slides etc., which can help improve our learners' focus on and attention to what we would like to present. In order to reach this, we need to make our PowerPoint more interesting by using images, audio and video to have a greater visual impact. These visual and audio cues may also help teachers be more improvisational and interactive with their learners. However, we need to make sure the sources we use in our PowerPoint slides are updated and authentic.







- Highlight the text you want to turn into a link

**Note:** if the text won't highlight, it might be on the "slide master", which is the template for the entire deck. Choose View Menu → Master → Slide Master, and then follow the instructions below

Choose Insert Menu → Hyperlink

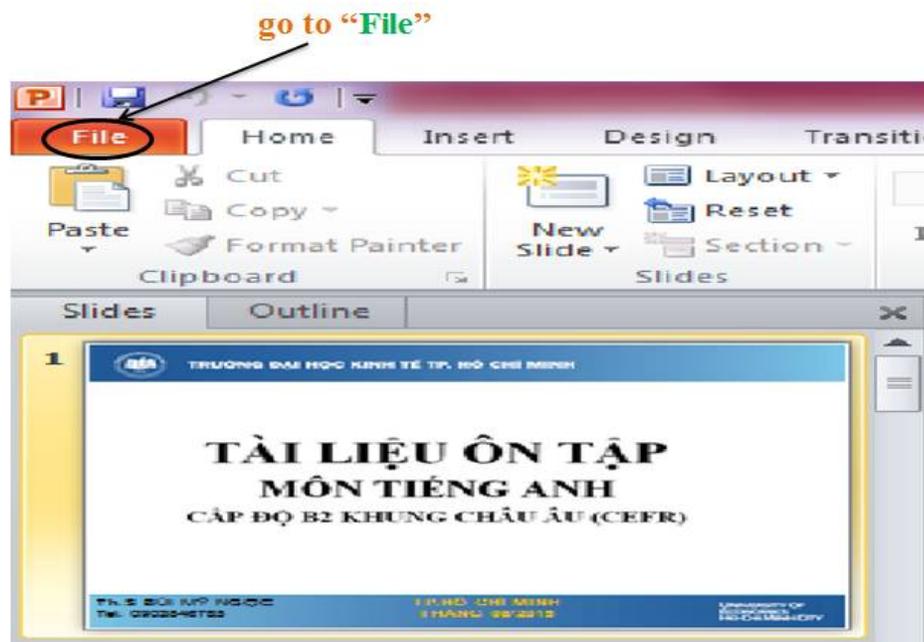
- On the left side of the Hyperlink popup, choose "Existing File or Web Page."

### 2.3.1 Choose "Existing File"

### 2.3.2 Choose the webpage:

- To link to a web site, type or paste the URL (starting with http://...) into the "Address" box.
- To link to a document, browse to the file you want to link up.

**Note:** for best results, only link to documents in the same folder as your PowerPoint deck. When you upload or send this PowerPoint to someone, you must also send the file you linked to.



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**BUSINESS READING 1**

**Business Times**

**STRONG RESTRUCTURING**

highlight and click on hyperlink and then pass the website link into address box.

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## 2.4 Content Sharing:

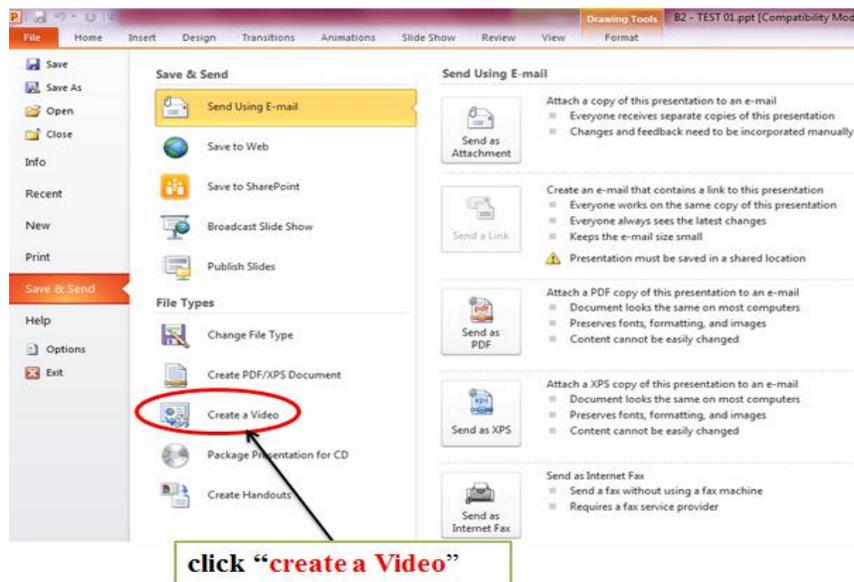
If you think your interesting PowerPoint presentation can be shared with your colleagues or with the world. Do you think your presentation may be missed some day? Have your colleagues view it online at time is convenient for them. You can upload your presentation to websites such as YouTube with everything featured in your work including all of the slides, commentary and transitions.

In order to do it, you have to do as follows:

### 2.4.1 Go to "File,"

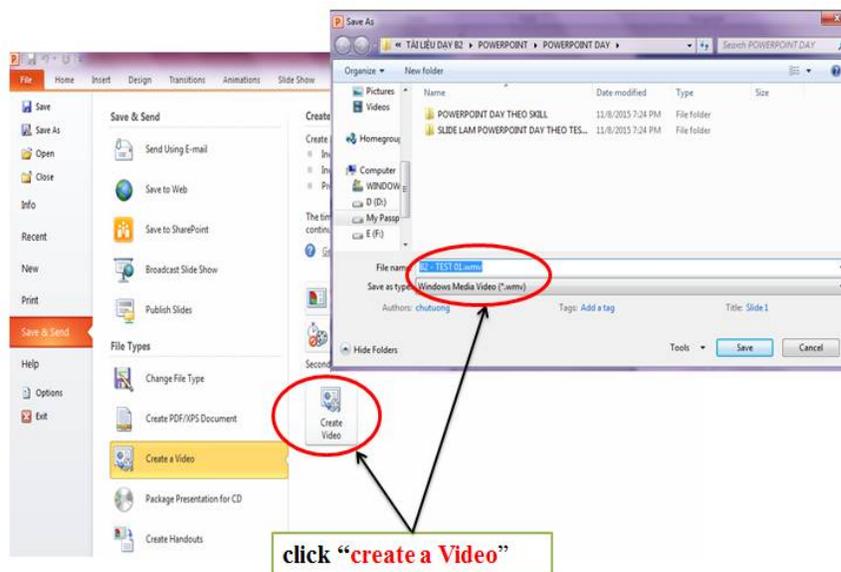
### 2.4.2 "Save and Send"

click "save & send"



### 2.4.4 “WMV Format”

The file will be saved in WMV format, which is capable of playback on Windows Media Player and can be uploaded to most video sites.



## 2.5 Flexibility:

You can use PowerPoint effectively and efficiently in a number of different ways so as to communicate with your students. Through clear and interesting PowerPoint presentation slides are completely customizable to fit your needs.

Depending on your approach, you may want to have a presentation that is text-heavy, image-heavy or some combination of both.

### 2.5.1 Text-heavy presentations:

They are generally good if teachers are giving a lecture to their class or marketers are making product introductions to their clients or colleagues within their organization and want audience to take notes.

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**PART 3**  
Read the follo

the Atlantic Ocean. British people sometimes use phrases such as 'across the Atlantic' or 'on the other side of the Atlantic' when they are talking about the US, and Americans use these phrases when they are talking about western Europe, especially the UK.

From: Armando Salgado  
To: Our Customers  
Subjects: Coffee Prices

To our valued customers:

Due to the recent increases in Atlantic freight rates, we find it necessary to raise our prices on Brazilian coffee. This increase will go into effect starting with your next order of coffee. Freight rates, as you know, are one of the most important factors in determining prices in this business. fast → Q3: C

The rising cost of fuel, which is affecting all corners of the world economy, is largely responsible for the rise in rates. Even a cursory survey of the market will show you that the change is far-reaching, and we would like to point out that our prices have been raised no higher than necessary. In fact, we have made every effort to keep our costs, and therefore our process, as low as possible.

Q1: C      Q4: C  
Q2: D

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### 2.5.2 Image-heavy presentations:

They can help us to make our presentations more conversational in style because of the visual cues. Combining the two approaches gives listeners the benefits of both visual aids and notes.

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## 3. TIPS TO MAKE YOUR POWERPOINT SLIDES MORE ATTRACTIVE

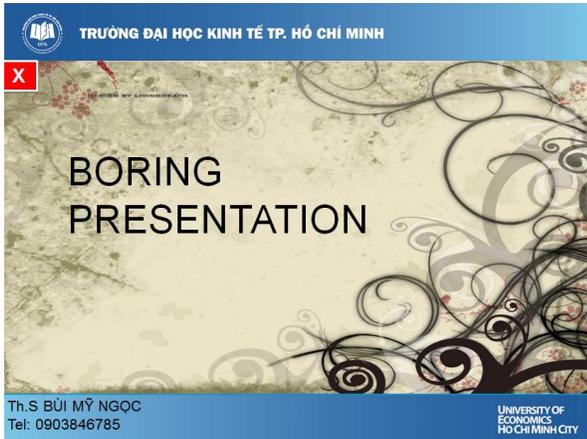
So far most of us have ever made PowerPoint presentation slides for ourselves. We may not take care of the following rules so that they can make our slides even better than expected.

So, what differentiates a good presentation from a poor one? Do you think its content or design? Or both? While your speech may be perfect, the images you show on your slides can greatly add or detract from your message.

In order to avoid it, we need to comply with the rules prior to our PowerPoint preparation as follows:

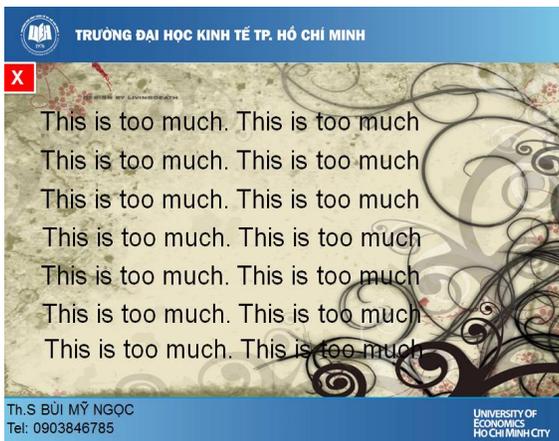
### 3.1 Skip the Stock Template

We should create cleaner presentations by starting with a clean presentation background and building from there.



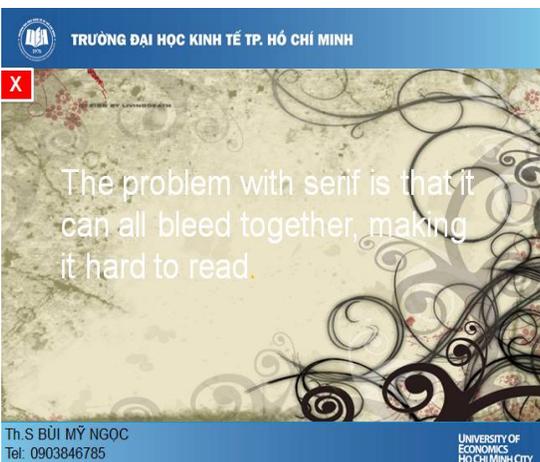
### 3.2 No more than 6 lines of text in one presentation slide

Packing too much information into a slide will completely undermine its purpose.

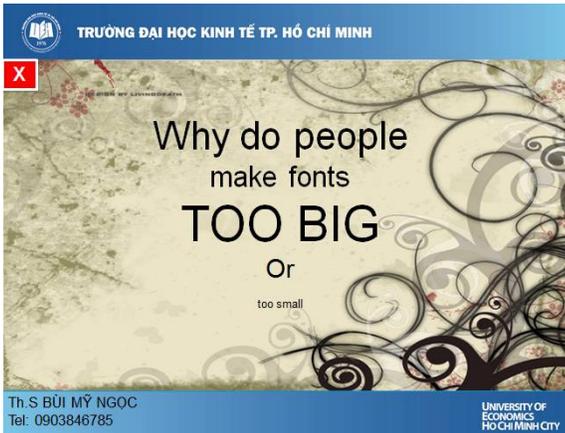


### 3.3 Use Sans Serif Fonts

In Microsoft office Word, there are many fonts we can use for your PowerPoint Presentation slides. However, it will be better if we use **Sans Serif Fonts** or **Helvetica** on a dark color background because this makes your text bold for readability.

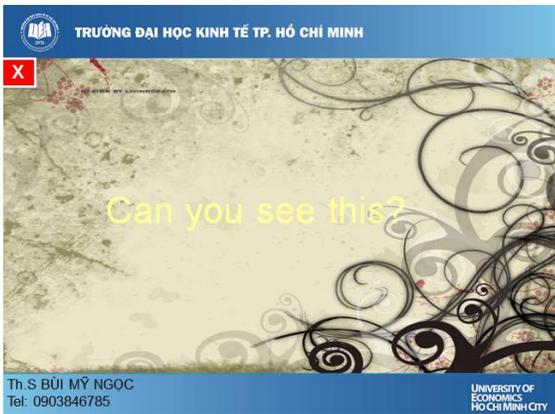


When we design your PowerPoint presentation slides, be sure that the text should be large enough to be read by all of our students, even the ones in the back of the room.



### 3.5 Balance a strong contrast between Text and background

In order for our message to pop, we need a high level of contrast between our text and the background. If your background image features a lot of variation, portions of your text may not be legible. In that case, a stylish bar of color behind the image can bring the legibility back while adding visual interest.



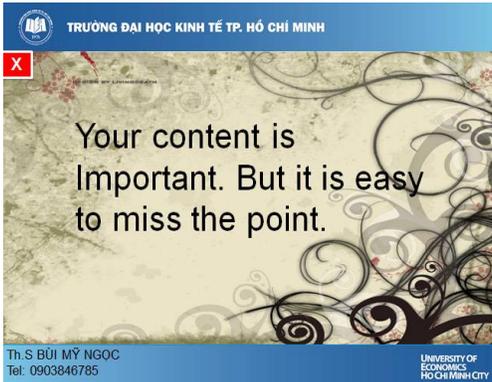
### 3.6. Use No More than 5 Colors

A harmonious palette can easily enhance the look of your entire presentation. No need for complex gradients or textures here; you can get excellent results with just the right colors



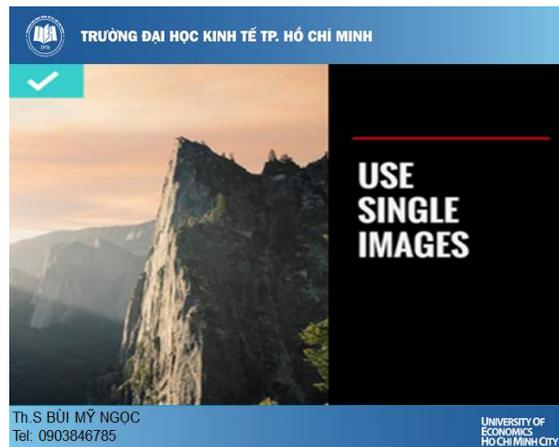
### 3.7 Use Contrasting Text Colors to Draw Attention

It's like bold and italic, but better. Use a single color in your selected palette to emphasize important points in your text. However, make sure not to overdo it.



### 3.8 Use Single Images

Images help make your presentation more visual, but don't get carried away with too many on one slide. It's a presentation, not a photo album. Limit your designs to a single image with simple or no text.



### 3.9 Use Visuals to Increase Emotional Appeal

Visuals are there to help support your message; they can enhance comprehension, retention and elicit an emotional response that increases impact. Use powerful visuals to get your point across.



### 3.10 Freeze the Transitions

There are plenty of clever transitions built into today's presentation software, but most quality presentations eschew any distracting transitions.

No matter what your presentation content, make sure you are always using design to your full advantages.

### III. CONCLUSION:

We can come to conclusion that presenting a piece of information through PowerPoint slides will help the learners remember your message, so we should use recall aids. A recall aid is something that the audience can use to recall the points you have made after you are finished the presentation. There are many different forms of recall aids, including handouts, workbooks, cards, and PowerPoint. PowerPoint can be a recall aid because it can give visual reminders of the points we are making.

In fact, designing a nice PowerPoint presentation slides is to draw our learners' attention to the lecture and information we would like them to absorb. When learners are interested in our lessons, they, of course, are willing to come to class regularly. Moreover, they can learn from you the techniques you design your PowerPoint slides and give a presentation.

Last but not least, your learners can remember your powerful stories more than any other part of your presentation. You can burn the points in their memory even more by showing a photo, telling a story related to that photo, and then making the point that the story and photo illustrate. In this way, the emotional impact of the photo will add weight to the point you make through the story. (Source from [visage.co/11-design-tips-beautiful-presentations/](http://visage.co/11-design-tips-beautiful-presentations/))

### References

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