



Wolverhampton Speakers Club

Section C Exercise 12 – Extended PowerPoint

The speaker will produce and present an extended speech, using PowerPoint or other approved presentation software, that satisfies the requirements of good business or technical presentation skills.

For This Exercise

- Preparation of presentation?
 - Not too many slides
 - Interesting slides
 - Properly formatted slides
 - Bullet points
 - Simple and not too complex
 - Use of blank slides
- Delivery?
- As for Exercise 9a

General Techniques

Construction	Voice
<ul style="list-style-type: none"> • Easy to follow? • Clear Beginning/Middle/End structure? • Does speech need signposting Y/N? • If so, is there clear signposting? • Powerful opening? • Powerful ending? 	<ul style="list-style-type: none"> • Clarity? • Pronunciation? • Varied pitch and volume? • Varied pace? • Correct use of pauses? • Not tailing off?
Notes	General
<ul style="list-style-type: none"> • Were notes used? • Did the speaker read the notes? • Were the notes obtrusive or distracting? • Pause to scan notes? • First sentence memorised? • Last sentence memorised? 	<ul style="list-style-type: none"> • Suitable subject? • Stance? • Gestures? • Mannerisms? • Use of language? • Audience rapport?

Techniques From Previous Exercises

<ul style="list-style-type: none"> • Speech Construction 	<ul style="list-style-type: none"> • Use of Notes 	<ul style="list-style-type: none"> • Using Your Voice
<ul style="list-style-type: none"> • Word Painting 	<ul style="list-style-type: none"> • Speaking With Your Body 	<ul style="list-style-type: none"> • Presentation

Possible Recommendations

- Move on to next Exercise
- Repeat Exercise with same speech
- Repeat Exercise with a new speech