Creating Multimedia Presentations
Ch.13, Sec.4

➤ _____ _Presentation:_

- _____ supplemented by special _____, which allows the speaker to _____ several kinds of _____ & _____ aids

** As _____ & _____ demands increase, multimedia presentations are becoming more & more _____, necessary, & _____-_____**

➤ _____ _of Using Computer Presentation_ _____:

- reaches multiple types of _____
    (Visual, _____, & _____)
- provides _____ - _____ for speakers who need a _____ or guide to stay on track
- allows you to _____ your presentation to different _____
    (YouTube videos, other websites, music, etc.)

➤ _Possible _____:_

- today's high-_____ audience expects to be constantly _____
- cost of _____
- takes _____ to _____ how to use equipment
- unexpected _____

➤ _____ _a Presentation:_

- *Keep these _____ in mind when preparing:*
    - ✗ _____ *what you are presenting*
        - ✓ *have a good _____base*
    - ✗ _____ *your audience*
        - ✓ *know _____ they are, as well as their levels of _____, _____, &*
        experience
    - ✗ *Use an _____*
        - ✓ *prepare your _____ in advance*
    - ✗ *Develop a _____*
        - ✓ *be _____ in alignment & _____ ; graphics should figure into*
        _____ plan
    - ✗ *Make it _____ to read*
        - ✓ *_____ amount of text for each _____ ; be _____ ; use bullets*
    - ✗ _____
        - ✓ *Practice! Practice! Practice!*
    - ✗ _____ *early*
        - ✓ *show up _____ to test everything and "set your _____"*

➤ _Strategies for_____:

- _____ *how size & setup of _____ may affect your*
_____
- *Get off to a good _____ & _____ with a big finish*
- _____ *with your audience ; relate to their _____*
- *Use _____, anecdotes, & personal_____ to highlight points you*
want to _____ home

➤ _Additional_____ _Methods:_

- _____ *- knowing overall _____ of speech without*

_____ preparation

- _____ - using notecards / _____ (works best for most _____)

- _____ - knowing your speech by _____ ; presenting without _____
- _____ - script made for _____, but not necessarily to read _____ - _____ - _____ (teleprompter)