Something has gone wrong in my presentation!

Intro
This activity will explain solutions to some common presentation problems.

Activity
Instructions: Read each scenario and choose the best option from the list.

Scenario 1
You plan to show a presentation that you created on Prezi. When you get to class and
are about to present, the Wi-Fi goes down. You can’t get to the website to view your
presentation, so you can’t give your presentation. What could you have done
differently?

a. Nothing. You can’t control Wi-Fi.
b. Download the presentation ahead of time.
c. Prepared an interpretive dance as a substitute for the slides.
d. B and C
Correct: B is the correct answer. Don’t rely on an internet connection for any part of your
presentation if possible. Make sure to have a backup of your material, just in case.

Scenario 2
You are in the middle of your presentation and you drop your cue cards. The cards
scatter everywhere. It takes you a few minutes to put them back in the right order and
you end up flustered. What could you have done differently to avoid the delay?

a. Numbered your cards.
b. Read off your slides.
c. Tied the cards together with a ring.
d. A and C
Correct: A and C are both good strategies. Numbering your cards tells you the order
they should be in. Tying the cards together with a ring means they won’t scatter if you
drop them. Try not to read off your slides. Your back or side will be to the audience
when you should be facing them.
Scenario 3
While presenting, you realize that your audience is bored. What can you do to get their attention back?

a. Ask the audience questions.
b. Use introductory phrases, such as “this part is important”.
c. Talk much louder and much slower.
d. A and B
Correct: A and B are both useful strategies. Asking questions, such as “have any of you experienced this?” or using introductory phrases like “this part is important” grabs your audience’s attention. Talking slower and louder might just confuse your audience.

Scenario 4
You are about to start your presentation but you can’t figure out how to get your slides to work. You experimented with some fancy looking animations and transitions, but now you can’t get any of it to work. What could you have done differently to avoid this last minute confusion?

a. Not used any visual aids.
b. Used a program that you were already familiar with to create your slides.
c. Practices with your slides until you were comfortable with the program.
d. B and C.
Correct: Visual aids are a great way to add to your presentation, but you have to make sure that you are comfortable using whatever software that you choose.

Congratulations!
You know have some strategies to help you avoid the things that can go wrong in a presentation.