

POWERPOINT SPEAKER NOTES

Once all your slides are complete, you can add Speaker Notes, which are notes that you can refer to during your presentation. You can print each slide along with any Speaker Notes that you've added, and then use these notes during your slide show. Follow these steps to develop Speaker Notes for your PowerPoint slides:

1. Select a slide to which you would like to add Speaker Notes.
2. View this slide in Notes Page view (by selecting "Notes Page" from the View menu.)
3. Select the large text box at the bottom of the page containing the line "Click to add text."
4. Type your Speaker Notes in this text box.
5. To print your slides and notes, choose "Print" from the File menu. Then select "Notes Pages" in the "Print What:" section of the Print Dialog box.

The following is a sample of what appears on the screen when you view your Speaker Notes (Notice that the content of the slide appears at the top of the screen, and your notes appear at the bottom.):

SPEAKING TO YOUR AUDIENCE

1. Be sure of your facts.
2. Be specific.
3. Stay on topic.
4. Use language suitable for your audience.
5. Practice.

This is the slide that the audience will see.

Your main points are presented on the slide.

This is the first slide. Don't be nervous! Speak slowly and remember to pause. Give the audience a chance to read the information. Add personal notes when needed.

Information to tell the audience about each point in the slide:

1. Make sure that you have researched your topic well. Use multiple sources if possible.
2. Be clear about your main points and provide supporting details.
3. Only speak about your topic—don't get off the subject!
4. Try to avoid vocabulary that will be unfamiliar to your audience.
5. Try to practice in more than one way. Say your presentation out loud, present to a friend, or observe your gestures in front of a mirror.

This box shows your Speaker Notes. Include notes to yourself and additional information about each point in the slide in the Speaker Notes.