# Narrate a PowerPoint: Presentation Tips for Teaching and Learning

## Speaking Notes

### Introduction

When you want to record a lecture or presentation, there are many options. This one, narrating a PowerPoint, is relatively low tech. All instructors and students have PowerPoint via Office 365, so not only is it easy, but it also goes a touch beyond, personalizing the presentation beyond simply uploading slides.

### Content and Design

* Chunk lectures into mini lessons, making them short, digestible segments
	+ 10 or fewer minutes (gasp!); ideal: 5 or fewer
	+ Account for audience attention spans and upload times
	+ Minimize information overload, which interferes with learning
* Keep it simple and consistent: design, writing, color, transitions, animations
	+ Choose and stick to a template
	+ Use no more than two colors
	+ Employ lists and outline format
		- Don’t overdo text, leave some white space
		- Balance text with images
	+ Include images but keep them professional
		- Avoid clipart
		- Always resize from corners to avoid distortion
	+ Limit animations and transitions unless necessary
* Create reusable content
	+ Make efficient use of time
	+ Employ across multiple sections/terms
* Write a script or at least an outline as speaking notes
	+ Stay on track
	+ Upload script for alternative format for those who want to read
* Practice what you preach: proofread, cite sources, etc.
* Check accessibility

### Delivery

* Test everything beforehand
	+ Do a 10-second test to check microphone, sound quality, video
		- Be aware of your lighting
			* Select natural light sources, if possible, to avoid discoloration
			* Avoid shadows and backlighting
			* Put light in front of you rather than behind
		- Consider physical background
			* Avoid messes, moving objects, pets roaming
		- Consider desktop background (for screencasts)
			* Avoid clutter – put everything in one folder
		- Consider controllable external noise
			* Limit what you can: other people, lawnmowers, pets, desktop notifications, cell phone, etc.
* Dress professionally, as if teaching (even if you’re not on camera)
	+ Avoid wearing stripes
* Pause at the beginning or end
	+ Collect yourself and avoid awkwardness start and end frames and sounds
* Focus on posture or stand up (still near microphone)
* Look at camera, not your face on the screen (if on camera)
* Speak naturally and with personality
	+ Provide verbal cues and pauses
	+ Use vocal variation: tone, rate, and volume
	+ Avoid slipping into a reading tone
	+ Let your passion for the content come through, smile as you speak, use gestures
		- On camera, be animated and keep it interesting
* If you have a separate microphone (e.g., headset), use for improved sound quality
* Trim or clean up after in Kaltura as needed

### Save and Upload

* If PowerPoint file is old (.ppt), save before recording to convert to new file type (.pptx)
* Save file and upload to learning management system
* File may be large and take some time
* Add explanatory text below, telling students what to do and why
	+ Place into slideshow mode and watch/listen from beginning
	+ Click through one by one and click the audio icon to play each slide’s recording at your own pace