

Interpersonal Skills
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Lecture-25
Death By PowerPoint - I

Hello, friends today I am going to discuss a topic which is very important at any level because PowerPoint presentation has become a kind of ritual these days for academic purpose as well as professionalism. Now how to give a very powerful oral presentation that is a million dollar question. How to prepare because death by PowerPoint is a term that shows that how a person lost himself or herself while giving presentation and this is very, very much there in almost all institution organization even universities and colleges.

So, let us discuss today what is the term death by PowerPoint because when we discuss interpersonal scale death by PowerPoint is very, very important what is PowerPoint that is the first question. Presentations using PowerPoint software consists of a number of individual pages or slides. The slide analogy is a reference to the slide projector slides may contain text graphics sound movies and other objects which may be arranged freely.

The presentation can be printed, displayed live on a computer or navigated through at the command of the presenter it all sounds great. However, there is one phenomenon rapidly unfolding with PowerPoint and it is not a good in fact it is probably one of the biggest problems facing public speaking, in business in education and in public life.

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Death by Power Point?

- Death by Power Point is a phenomenon caused by poor visual aid. The key contributors to it are-
 - Confusing graphics
 - Slides with too much text
 - Too tiny font
 - Slide-reading presenter
 - Technical glitches



Death by PowerPoint is a phenomenon caused by the poor use of visual aid. Key contributors to death by PowerPoint include confusing graphics slides with too much text; bad clip art and tiny font and presenters whose idea of a good presentation is to read the content of their slides aloud to their audience. What is; what kind of problem it is? Why is it a problem when we have a very latest technology with us and perhaps we all are equipped with so this is a very pertinent question that why is it a problem.

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Why is It a Problem?

- Communication experts say that **the power point has gone from presentation to dependency.**
- When presenters use power point as a script or document of text, it becomes a barrier between them and the audience, not an aid but a barrier to connection , interaction and engagement.
- According to some estimates **300 million users are there and a mammoth 30 million power point presentations are made on the daily basis.**



Communication experts say that PowerPoint has gone from being a presentation aid to a dependency. If someone has a presentation due tomorrow the tendency is to just start dumping information onto slides and then wing the talk to people part. The resulting presentation has no core message, no central theme, no planning and no rehearsal as such all the important steps outlined in how to prepare a speech are missed.

That is to say the very core idea to connect through speech. PowerPoint can undoubtedly be a useful presentation tool, no doubt, because visual presentation is always very interesting but a presenter who is too reliant on a slide deck can quickly put his or her audience to sleep this is also a fact. When presenters use PowerPoint as a script or document of text it becomes a barrier between them and the audience not an aid a barrier to connection interaction and engagement.

Death by PowerPoint is a phenomenon caused by a very loose kind of presentation and very casual and I mean a very impractical kind of thing key contributors to death by PowerPoint include confusing graphics too much of slide and whose idea of a good presentation is to read 40 slides out loud that is just a mechanical way to read out slide without caring for the audience how they are taking it whether there is any interest or not.

Death by PowerPoint is easily recognized by observing the audience members' glazed eyes. Frequent views of Smartphone's and trips to the bathroom when an audience remains emotionally disconnected from the content that is being presented. There is a good chance that the speaker has either not spent enough time and effort thinking out which key points he wants the audience to take away or he has spent entirely too much time and effort getting up the presentation in PowerPoint incorporating every feature and display option the software provides.

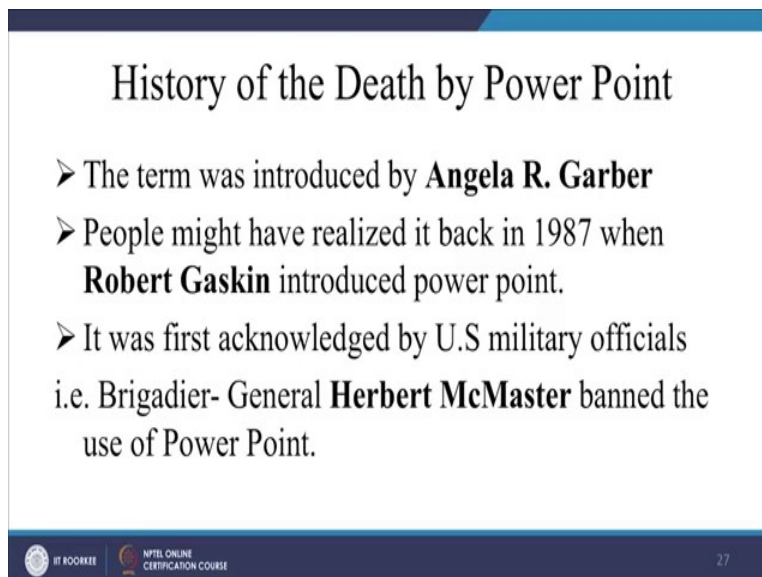
Death by PowerPoint can be avoided if the speaker uses the technology as a visual aid to enhance what is being said. Instead of relying on the technology to serve as the focus of the presentation according to some estimates there are as many as 300 million PowerPoint users and

in a month 30 million PowerPoint presentations are made on a daily basis. It does not require any one of us to have an IQ of 200 to know how messed up most of these presentations tend to be leading to the phenomenon of death by PowerPoint.

As is obvious from the term itself that why PowerPoint death by PowerPoint implies a really bad presentation, very bad lose presentation this might include text heavy slides, confusing graphics a presenter reading out 50 slides before a yawning audience or even a dysfunctional slide deck marred by technical glitches and the inability of the presenter to cope with the presser or presenting his or her slides to make it simple. Death by PowerPoint refers to a boring sleep-inducing presentation which suffers from poor use or presentation software especially PowerPoint.

However, the term might also be loosely associated with other presentation applications to highlight a horrible presentation in general now the term death by PowerPoint how it was coined occurred in the society and used frequently by the technical world.

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History of the Death by Power Point

- The term was introduced by **Angela R. Garber**
- People might have realized it back in 1987 when **Robert Gaskin** introduced power point.
- It was first acknowledged by U.S military officials i.e. Brigadier- General **Herbert McMaster** banned the use of Power Point.

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It is believed that the term death by PowerPoint was coined by Angela R.Garber who talked

about everything that can go wrong with PowerPoint presentations due to its inefficient use. Inefficient use however it is likely that people had already realized the potential of PowerPoint to cause deadly boredom way before her findings were acknowledged. In fact, people might have realized this back in 1987 when Robert Gaskins introduced PowerPoint.

Death by PowerPoint something from you know army area, military area. So, what it is all about over the years PowerPoint has had its fair share of critics and another term worth mentioning here is PowerPoint rage. It was acknowledged by some US military officials that PowerPoint was a tool that wasted time and was counterproductive in military planning.

Due to its utility some junior officers spent too much time developing PowerPoint slides for mission briefings and were mocked as PowerPoint Rangers. This caused some generals to ban the use of PowerPoint most notably Brigadier General Herbert McMaster. Well I am just describing you that actually the cause of death of PowerPoint how it occurs? How the conception was developed hence death by PowerPoint is not the only term used to criticize badly made PowerPoint slide decks or the excessive use of PowerPoint slides.

Now the very pertinent question that how to avoid death by PowerPoint when we talk of death by PowerPoint there should be some ways to avoid it because we all know that in the present world PowerPoint presentation has become a fashion. It is the part of our day-to-day life and as I said earlier that whether it is a student or the professional they all have to present a PowerPoint presentation to get success in life.

While it is easy to criticize a car manufacturer when there is an accident the driver too needs to be held accountable. It is not only manufacturer who is responsible but the driver also who was driving the car. So, the question is that well the technology is very I mean latest but how to handle those technologies is also very important. Being an IT professional someone who has been testing PowerPoint and presentation tools for more than half a decade and has been using

PowerPoint since the age of 8 years.

I can tell you with experience that PowerPoint is hardly to blame for bad presentation. So, what is important that it is not PowerPoint that is the technology that is responsible for the death by PowerPoint. To a large extent it is the person the presenter who is also responsible for a bad presentation. In fact, there is a still no perfect alternative to PowerPoint some readers might be quick to point towards keynote which has file formats not even accessible via major operating systems let alone apps for desktop and mobile platforms.

Then there are pretty which no one likes paying for and those suggesting Google slides as an alternative should try making business diagrams or inserting media to slide to see how useful it really is. Whether you love it or hate it the chances are you will be using it that pretty much sums up the universal need for PowerPoint that millions of users tend to have. Even in the classroom teachers are using PowerPoint and they feel comfortable with it because they can show a number of examples which is very difficult sometime to write on the board and which consume time as well.

But even then why we use death by PowerPoint? Well if we need to avoid death by PowerPoint there are certain ways what are those ways?

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How to Avoid Death by Power Point?

- Set a goal.
- Create a plan – 3-5 ideas in one presentation.
- Avoid Translation.
- Remember KISS –rule – ‘**Keep It Simple , Stupid**’.
- Don’t stuff your slides- follow the **1-7-7** rule.
- Follow KIFP (**Keep It Fast Paced**) rule.
- Use animations and Translations with modesty.
- Use the right power point templates.



The very first important thing is to set the goal before preparing PowerPoint what is required that you think of the theme the base the foregrounding of your talk that will certainly help you, even the time. Establish the presentation goal or objective and target this throughout the preparation of the presentation, never deviate from your goal from that this is a statement from the male line do not deviate otherwise you will lose yourself in nowhere.

Be clear on the one key action or result you can deliver as a take way for meeting participants. A sure way to create a bold audience is to have them wondering what is the point at all? Why do I care? If technology is important your voice, your interpretation, your style of deliverance of talk everything is important. Setting the goal next is to create a plan, how to create a plan to present the talk. Design the presentation first, write it I have also seen now a days students have lost the habit of writing.

And that has become a big limitations writing, noting town is very helpful so before designing the presentation first to write it, diagram it on a white board or on a paper. Also create an outline build a mind map or choose another useful way to organize what you want to present and how you want to do it. There should be no more than three five main ideas in any one presentation.

Then look to see where you can add PowerPoint to reinforce the message. Never think that the entire discussion is based on PowerPoint the entire discussion is based on your speech or physical gesture and posture. PowerPoint is a supportive tool to make your talk more interesting keep in mind a slide deck is not a presentation and the presentation does not have to be delivered exclusively with PowerPoint.

Move detailed content to a place where your audience members can actually benefit from the reference. A handout or resource manual your organization intranet or cloud or a website make sure the flow and structure of your plan includes clear logical sections for each key topic. For example, by adding a title slide for each main section if you gave the heading to every section it is going to make your task clear and also easy to audience to understand the very motto of the talk.

By adding a title slide for each main section is going to make clear all your discussion because confused audience is a disconnected audience. Clarity of thought that should be there in your presentation most of the time but many of them get lost in translation something that can be easily avoided to present better presentations. Moreover, there are also some technical aspects worth considering to avoid failing to deliver at your moment of truth.

Remember the KISS rule. This is a very important point to make your PowerPoint powerful. Kiss rule K I S S which means keep it simple stupid. KISS -keep it simple stupid- implies that systems that are simple work best it is a design principle that has its history in the U.S. Navy however it is also famously attributed to presentations and rightly so. So, remember the kiss rule that is to say that while making your PowerPoint presentation keep it simple, stupid means simple.

I mean clear to the audience by applying the kiss rule. You can ensure that your presentations are

not stopped with unnecessary content and that you can present more information using less content. In other words, do not complicate your slide keep them simple and easy to present also make sure the your content can be simple enough to be easily understood by audience.

Sometimes people insert different kind of things that is not directly related to their talk but to make their presentation very, very heavy they do it and what is the result then? The result is that the audience get baffled and lost in the darkness, confusion so it is better to keep slide that is simple and very clear. Do not stuff your slide follow the 166 rule. Do not stuff unnecessary one of the biggest reasons for death by PowerPoint includes a stuffing slide.

Avoid text heavy slide. You can try using not more than 6 slides with 6 words per line which some consider as a standard practice for making PowerPoint slide. Keep this rule in your mind follow the 166 rule. Some call for the 1 - 6 - 6 rules that is each slide should contain a single idea, 6 bullet points and not more than 6 words per line.

Each slide should contain a single idea 6 bullet points and not more than 6 words per line there is also a 1 - 5 - 5 + 1 - 7 - 7 rule and so on. Either way keeping it brief make slide easier to follow and can help prevent death by PowerPoint, as we are discussing how to how to give a very good PowerPoint presentation, how to avoid death by PowerPoint. next is kifp KIFP what does it mean keep it fast-paced.

Another rule worth following for your PowerPoint slide is to keep them fast-paced KIFP. Keep it fast-paced means that you need not to dwell too much into details where it is not required. Well even you can speak of the main point and that is it people will understand but if you read line by line unnecessary things naturally it will cause boredom to the audience. Keep your slice and subtopics moving quickly all your audience will lose interest.

Getting into semantics that is meaning can cause boredom among your audience and make them

lose interest. Do not give a presentation with preoccupied notion that audience is full or audience I mean is very, very fast you have to give the detail but in a very scientific way. Use animations and transitions with modesty. Animations are a great choice and you can always make use of animated PowerPoint templates to make your presentations more visually appealing.

However excessive use of animations and transitions can result in a number of issues including confusing slides. System hangs and a side deck that move slower than a turtle so, animation and transition with modesty is very important.

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It will make a kind of visual appealing and force the audience to involve into your presentation while you can simply do away with the prospect of using animations to keep things simple. However, if you do feel confident enough to use them make sure you do not forget the virtues of modesty. Use the right PowerPoint templates. PowerPoint templates are a blessing to have that is a fact. Any technology is there to help us.

Now, how we take the technology for our use and for the benefit of human society that is important and for that we well equipped with the technology knowing that as I gave you the

example that driving a car and meeting with an accident does not mean that there is a fault in the car or the manufacturer rather it is the fault of the driver who does not or who fails to drive the car technically correct. Similarly, we have a number of templates technology and we have these blessings of PowerPoint template but how do we use it that is our perception.

And our expertise so to give a good kind of presentation what is required that we practice we learn we see different kind of power presentation even know the limitations and the lacunae while giving a PowerPoint presentation and always try to improve one's PowerPoint presentation. So, friends I think that you will keep all these things in your mind seriously. Never take PowerPoint presentation something very casual and light thing.

Because you are giving your presentation and PowerPoint is only a supportive technology to your talk that is it. So, this is my request that before giving a PowerPoint presentation write down important points before grounding. The content in bullet and as I said that keep very less object on the slide. If it is with heavy traffic the slide is full of heavy traffic well it will create boredom and some kind of annoyance.

So, friend I think that for today it is okay fine you must have received some important points next time I am going to discuss some more important factor to avoid death by PowerPoint till then goodbye, see you again, thank you very much.