

CATALYST: THE COMMUNICATIVE APPROACH & THE COVID PANDEMIC



Self-study starts on Slide 6!

SUBJECT AREA:



USEFUL SELF- STUDY PRESENTATION TECHNIQUES AND PITFALL AVOIDANCE IN PRESENTING ONLINE



EXACT FOCUS:



Das Bild kann nicht angezeigt werden.

Das Bild kann nicht angezeigt werden.

COVID 19 ERA PRACTICAL SELF- STUDY PRESENTATION SKILLS FOR CATALYST PILOTING & NADS



START!

**NOTE: SEE USEFUL
SUBTITLE NOTES
BELOW ALL
SLIDES!**



Quynh:

Hello and welcome to our presentation today.

Not only due COVID 19 is the world becoming ever more digitalised. Many aspects of life are moving online. Some of these aspects include work, meetings and presentations. Whether it is because of the pandemic, a tight travel budget or ecological awareness, online presentations are going to become more frequent in the future.

We are here today to prepare you for this future.

After we are finished you will know how to give a fantastic online presentation.

▶ **OUR TEAM**

QUYNH

PAUL

KATJA

Quynh:

But first, who are we? We are Katja, Paul and Quynh. (Personal introductions with name and position).

OUR AGENDA FOR TODAY

1. USEFUL PRESENTATION TECHNIQUES
2. PITFALL AVOIDANCE IN ONLINE PRESENTATIONS
3. TIPS TO GIVE A PERFECT ONLINE PRESENTATION
4. SUMMARY

So, what is our plan for today?

Well, first up is Katja, who will equip you with the proper tools and techniques for presenting online. Then it is my turn to give you some advice on online pitfall avoidance. After that, Paul is going to show you how to turn your good presentation into a fantastic one.

We will close with Katja, who will summarise the main points for you again.

Before we start, there are some ground rules we'd like you to follow. Please stay muted unless you are selected to speak. If you have any questions please post them in chat and we'll be glad to answer them after the presentation. If your bandwidth allows, we would be happy to see you, so please turn on your camera.

Okay, let's get right to it, shall we? Katja, we are pleased to hear from you.

1. USEFUL PRESENTATION TECHNIQUES

2. PITFALL AVOIDANCE IN ONLINE PRESENTATIONS

3. TIPS TO GIVE A PERFECT ONLINE PRESENTATION

4. SUMMARY



Katja: Thank you very much, Quynh, for a fantastic introduction.

Hello everybody, I am Katja. Today I will introduce and familiarize you with the presentation techniques and tools that will make you a successful speaker during online presentations.

WHY ARE EFFECTIVE PRESENTATION TECHNIQUES IMPORTANT?

- ✓ To maintain audience attention
- ✓ Help to deliver ideas in clear, concise and interesting ways
- ✓ For those who wish to be better equipped to present their knowledge precisely
- ✓ **Be a great speaker !**



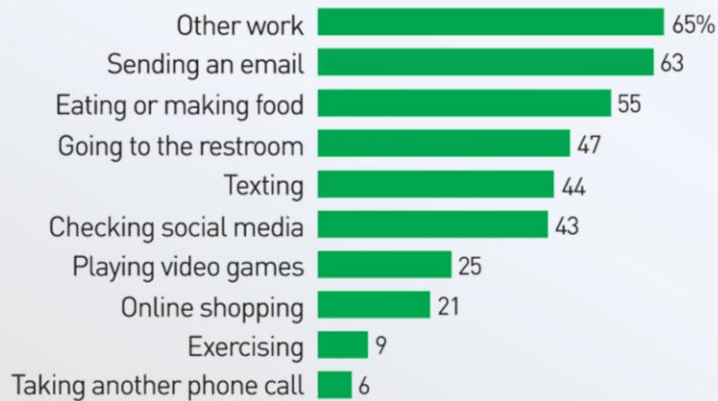
There is a question : Why are effective presentation techniques important ? Let me explain.

When you are presenting online, maintaining your audience's attention presents a unique set of challenges. Effective presentation techniques are important because they help you deliver ideas in clear, concise and interesting ways.

Presentation Techniques is for those who wish to be better equipped to present their message clearly, precisely, and with greater positive effect. One needs these techniques to present one's ideas and projects, to teach or deliver a speech effectively to the audience.

It helps also to become a great speaker. Being a good public or online speaker allows you to demonstrate your knowledge with authority, and helps you stand out in the workplace.

WHAT ELSE DO EMPLOYEES DO DURING CONFERENCE CALLS?



Source: Intercall - HBR.org



On this slide we can see a graph entitled: What else do employees or audiences do during conference calls?

Intercall - the world's largest conference call company- has found that audiences are engaged in a number of activities while on conference calls. Everything from doing other work, to eating or preparing food, to online shopping.

Each of us knows this. I must say, I do the same. When I am bored or not engaged during online lectures, I usually check social media like Instagram and scroll down the news.

Now, let's look at the useful presentation techniques.

USEFUL PRESENTATION TECHNIQUES

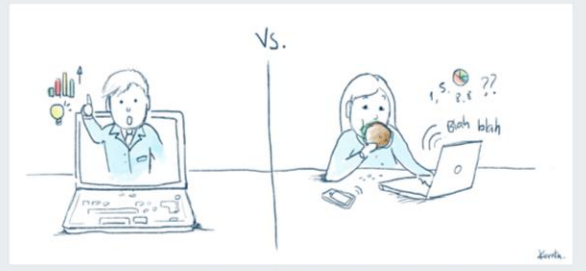
TIME

- ✓ Start on time for the overall impression



VISIBILITY

- ✓ Use a webcam



The first important technique is time.

It is really important to come to your presentation on time as the speaker or to be there a few minutes before and wait for the audience.

Your arrival on time can mean for an audience that you really care about it, and you take it seriously. As the speaker, you feel more self-confident if your guests come on time. However, there are people that come later. According to some specialists, as the speaker you should punish the people who are late. Not that one should say something roughly, or ban latecomers from the video call, but rather make them feel a little bit embarrassed and that they have missed something really important.

For example, at the beginning, the speaker gives the audience some information about what they should expect from the presentation. If person is late, is a little bit lost. During the live presentation, people who are late usually bother others, but during the online presentation this is not possible.

VISIBILITY

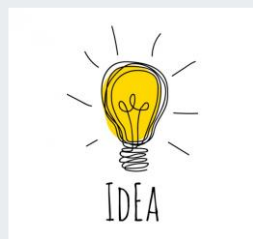
For example me, during the Russian course, we are not required to have a video on. As the speaker, you have so much knowledge you want to share, educate and persuade. If I am not required to have the video on, I usually do everything as we said – texting, eating... As the speaker you should require participants to have the video on. You will keep their attention. And the audience is more concentrated on the

lecture or on presentation.

USEFUL PRESENTATION TECHNIQUES

LIMIT YOUR PRESENTATION TO ONE CORE IDEA

- ✓ More ideas = more confusing
- ✓ Clear message after the presentation



SPEAK UP

- ✓ Record yourself and analyze
- ✓ Do some warm-ups before presentation



LIMIT YOUR PRESENTATION TO ONE CORE IDEA

As I have already said, we have so much knowledge we want to share to educate and persuade. Why limit our speech to just one idea ? Because ideas are complicated. If there are more ideas, it is more confusing for the audience. Instead of squeezing every ounce of your knowledge into the limited time allocated to your speech, you will be most effective by concentrating on just one core idea that your audience can resonate with. This way, you can be sure your audience can walk away with a clear message after the presentation.

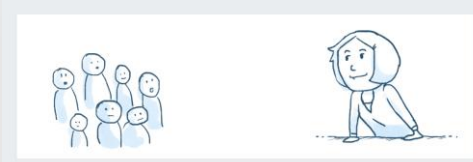
SPEAK UP

If there is no live presentation, the online presentation is based on our voice. A monotone, unclear or hard-to-hear voice is magnified in the virtual world. You should start by recording yourself and analyzing your strengths and weaknesses, then get to work. At the least, do some simple warm-ups before your presentation. Just like a great vocal artist, your money is where your mouth is, so don't treat it lightly.

USEFUL PRESENTATION TECHNIQUES

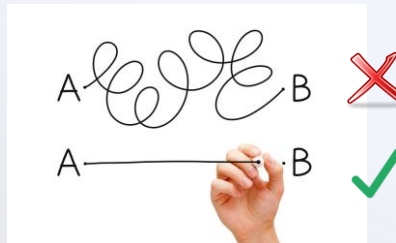
SUGGEST A BREAK

- ✓ Chance for an audience to process what has been said



KEEP IT SHORT AND SWEET

- ✓ Less is more
- ✓ 22 minutes



SUGGEST A BREAK

online audiences can be very passive. As a result, presenters have a tendency to go into long monologues that only further discourage participation and encourage tune-out. Make a pause.

It can be a great tool for giving your audience a chance to process what you've said, ask a question, or make a comment.

KEEP IT SHORT AND SWEET

Nothing kills a presentation more than going on too long in a monotonous way. Do not use long and complicated sentences, try to explain unknown things in easy way and with common sense. A recommendation is to keep our presentation to under 22 minutes if we can (but it is recommendation for one person, today we are 3, so it will last of course longer).

USEFUL PRESENTATION TECHNIQUES

TELL STORIES

- ✓ Helps to illustrate points
- ✓ Memorable



HAVE A BACK-UP PLAN

- ✓ In case of technology problems
- ✓ Another conference app
- ✓ Handout & presentation



TELL STORIES

All presentations are a type of theatre. Tell stories and anecdotes to help illustrate points. It all helps to make your presentation more effective and memorable. Personally, I prefer to tell some examples, real experiences or transform some technical things/terms to real life. For example, I did not know what OFF-SIDE in football means. My friend explained me: When the customer comes to the shop earlier than the seller. Suddenly it was clearer for me. And I remember the analogy.

HAVE A BACK-UP PLAN

In case of technology problems such as power cuts, bad internet connections, problems with the conference app, videos, sharing screen.,,then before the presentation it would be a great idea to inform the audience about others alternatives of call (skype). In this course we did the same. At the beginning we provided our lector the skype names in case the zoom will not work. Then we could send the audience necessary documents (ppt, pdf, doc) beforehand for previewing or downloading. If there is no internet connection, mobile data could be some alternative. There should be always the Plan B, if the Plan A doesn't work.

USEFUL PRESENTATION TECHNIQUES

→ REHEARSAL!

- ✓ Repeat your speech
- ✓ Try to memorize the text
- ✓ Eliminate mistakes



The most important thing is to rehearse!

Repeat your speech during your daily commute or announce key points with purpose in the shower.

Try to memorize your presentation down to every single deliberate pause to make sure you have every detail down pat.

Then you can find a friend or family member listen to you speak and provide constructive feedback.

Once you iron out the kinks, you will become more effective in your presentation and ready for the big time!

Now it's time to familiarize you with the pitfall avoidance, which will be introduced by my colleague, Quynh. Go ahead Quynh.

1. USEFUL PRESENTATION TECHNIQUES
2. **PITFALL AVOIDANCE IN ONLINE PRESENTATIONS**
3. TIPS TO GIVE A PERFECT ONLINE PRESENTATION
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Thank you very much Katja.

Let us now talk about how you can use these techniques without tainting your newly acquired skills by making foolish mistakes.

SETUP

- ✓ Show yourself
- ✓ Make sure you look good
- ✓ Check your microphone
- ✓ Check your surroundings
- ✓ Check again



There are some basic rules to look out for.

As Katja already said, make sure to turn on your camera so your audience can see you. Nobody wants to stare at a placeholder profile picture for ages.

However, no one wants to observe a dark, blurry video stream from a terrible angle either.

You'll want to have the camera at eye-level, possibly in front of a soft light source or a window. If you have neither, think about buying a clip-on light for your computer. Another factor that will make the presentation more pleasant for you is finding the right posture, it is directly influenced by your camera position. When you are as relaxed as possible, you can focus entirely on delivering a killer presentation. And remember, you are neither a slug nor a stick so sit straight but allow yourself to move.

It goes without saying that you should dress accordingly and keep in mind that you may need to stand up because someone has an emergency and knocks on your door so please wear more than your underwear or pyjama pants. Be prepared.

Most of the time the webcam or laptop you are using will have a built in microphone. Nevertheless, you should consider investing in a better (clip-on) mic because poor audio quality makes you seem unprofessional. This goes hand in hand with

appropriate bandwidth to ensure you don't have any lags or connectivity issues. This applies to both you and your audience.

On a similar note – and I cannot stress this enough – microphone discipline is very important. When there is more than one microphone active, some less well designed platforms tend to suffer from audio overlap and you will be harder, if not impossible, to understand.

As for your background, make sure to clean and tidy up your room or use a calm, virtual background. If your job requires you to have frequent video calls consider using a room specifically for the calls or a green screen to make the virtual background fit better. Your surroundings should reflect what you want to convey, adapt this to your current goals. Generally, try to keep it professional and add an interesting personal touch. This can be piece of art, a bookshelf or really anything you deem fit.

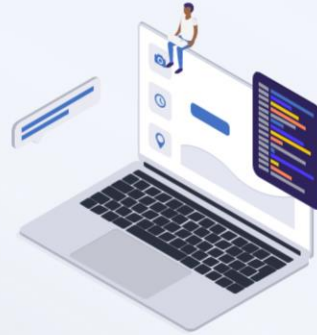
Surroundings also include your virtual spaces. If you are planning on using some features like screen share, make sure you do not accidentally show private or even classified information, enable a notification blocker. Nobody needs to know about your romantic chats or client information.

Depending on your living situation you should inform the other people in your household that you'll be on a video call for some time and that they should keep the noise down and not disturb you. Feed your dogs and cats and get someone to supervise your kids. They might lighten the mood but could also cause unnecessary distraction for the viewer so decide on what is more important to you.

So, double check your equipment and surroundings. If you get tangled up in your equipment during the presentation, you will lose your audience's attention.

INTRODUCTION

- ✓ Let them know what to expect
 - ✓ Topics covered
 - ✓ Topics not covered
- ✓ Let them know what you expect
 - ✓ Questions
 - ✓ Microphone
 - ✓ Webcam



When it comes to starting your presentation, consider sending an agenda upfront to let them know what to expect.

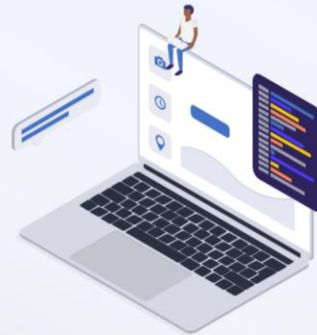
Either way, you should clearly state what your presentation covers and what not. This prevents confusion and false hopes.

Similarly, you should let them know what **you** expect from them at the start of the presentation. Mostly that will be participation. You might want to include that in the agenda sent upfront already. Chances are, they will come better prepared.

This is also the right time to formulate your video call etiquette. It could require that questions should be announced by hand raising (via emoji or real hand) or posed in the chat, participants being muted when they are not talking, video being on or off, etc. All these things should be clear from the get-go.

INTRODUCTION

- ✓ Get to know your audience
 - ✓ Poll
 - ✓ Question
- ✓ Incentivize participation



Another pitfall to avoid is not getting in touch with your audience.

You should know what you get yourself into, so, even if you do know your audience, it might be a good idea to interact and show interest in them.

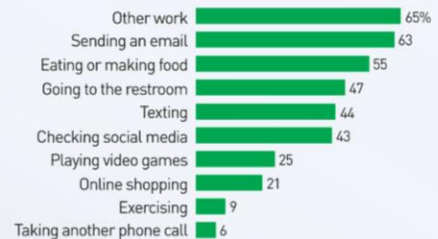
Run a poll. Ask them questions. Just get involved.

Getting to know your audience helps you to adapt to their needs and preferences. It also shows them that they need to remain attentive.

ATTENTION

- ✓ Online presentations: bigger risk of boring your audience
- ✓ Many possible distractions

Don't lose your audience's attention!



Source: Intercall - HBR.org

visme

Your main goal is to keep your audience's attention at all times.

Remember the chart Katja showed us, there are many temptations out there, so you have to work extra hard to keep them interested in your topic.

Online presentations and meetings are at a considerably bigger risk of boring your audience because they can easily get away with slacking off.

I am not saying that your presentation is the last place they want to be but it is most likely not their favourite pastime either.

ATTENTION

- ✓ Make webcam-contact



Even though we are always taught to make eye-contact, you shouldn't. At least not in this case. It might feel weird at first but try to look into the camera as this creates the effect that you are actually looking at the people you are addressing.

To ease the awkwardness you could attach jiggly eyes next to your webcam to imitate the eyes of your audience and relieve a bit of presentation anxiety.

ATTENTION

- ✓ Embrace change
 - ✓ Questions
 - ✓ Problem solving
 - ✓ Poll
- ✓ Don't be tacky



It definitely will be easier to keep your listener's attention if they receive various different visual cues. Just make sure it is appropriate and don't overdo it.

Change can also come in the form of involvement. Ask questions, let the audience solve a problem in small groups or run a poll.

Paul will talk about visuals and interactive tools in more detail later.

ATTENTION

- ✓ Communicate
- ✓ Explain what you are doing



It is of utmost importance to keep talking to your audience. Whatever you do, don't just fall silent. If you are reading Q&A's to answer them, tell them. If you are enabling some feature like screen share, tell them.

Be just like a good doctor, they always explain to you what they are going to do. This makes the patient feel more comfortable because they know what is going on and feel included. Same goes for your presentation. Always explain what you are doing because the audience cannot visually perceive what is going on at all times. They are not going to panic straightaway but they might feel a bit confused and left alone. Communication is key, use it.

Picture: Royalty-free, Office 365 PowerPoint Stock Image Library

ATTENTION

- ✓ Details matter
 - ✓ Body cues
 - ✓ Address by name
 - ✓ Inclusive language



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While establishing a good connection – on every level – is important, maintaining this rapport is at least equally important. You need to pay attention to even the slightest non-verbal cues and respond accordingly. This, of course, only works when video is enabled for all participants.

You should not pose questions into the void but rather address people in the audience by name. If they are paying attention, they will be able to participate and if they are not paying attention they will immediately snap out of whatever was distracting them. We have experienced this in our course here as well. Whenever the group was asked a question as a whole there were some rather uncomfortable seconds of silence. It might be better to ask two or three people directly and invite the others to weigh in with their opinions after that.

Similarly, use inclusive language. Instead of talking about them, talk to them. Try replacing phrases like “The people here ...” with “You ...”. This will catch their attention as well.

Picture: Royalty-free, Office 365 PowerPoint Stock Image Library

FINISH

- ✓ Communicate clearly
- ✓ Follow up
 - ✓ Questions
 - ✓ Evaluations
 - ✓ Quizzes
 - ✓ Thank-you notes



When it comes to finishing your presentation, clearly communicate when you are done to avoid awkward silence und confusion. An online mic-drop is not very effective.

After your presentation you might want to follow up on your audience. You should be open to questions, send out evaluations or quizzes. Depending on the setting of the presentation you could even send thank-you notes to the attendees .

RECOMMENDATION

- ✓ Decent webcam
- ✓ Clip-on light
- ✓ Headset/ clip-on mic
- ✓ Fast internet connection



If you frequently attend or host online meetings you should probably invest in a good communication setup including a high-resolution webcam, a clip-on light for good lighting and a quality microphone. Of course, to make the maximum out of this equipment you should also check if your bandwidth is sufficient to support high quality video calls.

Following these steps will make sure you have a solid foundation for your presentation. Paul will now show you how to keep building on this foundation and make your good presentation fabulous. Thank you very much for your attention.

1. USEFUL PRESENTATION TECHNIQUES
2. PITFALL AVOIDANCE IN ONLINE PRESENTATIONS
3. **TIPS TO GIVE A PERFECT ONLINE PRESENTATION**
4. SUMMARY



1. Introduction (Quynh) 3 min
2. Useful presentation techniques (Katja) max. 10min
3. Pitfall avoidance in online presentations (Quynh) max . 10min
4. Tips to give an amazing online presentation (Paul) max. 10min
5. Summary (Katja) 3 min

THE PERFECT TITLE SLIDE

- ✓ Should include title, name, date
- ✓ Big picture to get the attention and refocus on the new topic
- ✓ Picture should reflect the business / level of professionalism
- ✓ Choose 16:9 format

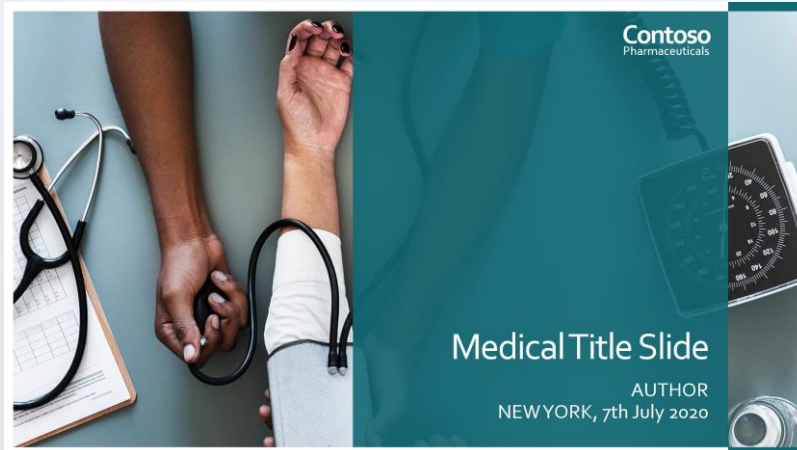


Paul:

A perfect online presentation starts with a perfect title slide. Your title slide should include the title of the presentation, your name and the date. If the audience heard different presentations before, you should include a big picture so that the audience can refocus easier on the new topic. But keep in mind: the picture should reflect the level of professionalism which fits most to the business. When starting the new presentation, choose the 16:9 format as you will have more space. Since the presentation is online, you don't need to worry about compatible projectors.

<https://business.tutsplus.com/tutorials/make-a-powerpoint-title-slide--cms-31553>
<https://www.pptpop.com/powerpoint-title-slide/>

THE PERFECT TITLE SLIDE



Paul:

Here you can see a perfect title slide. Within the first seconds, the audience will know that the topic of this presentation is related to a medical / pharmaceutical matter. The picture looks professional and the title is easy to read. You see important information like the author and the date.

Picture source: Office 365 PowerPoint Templates

PRESENTATION STRUCTURE

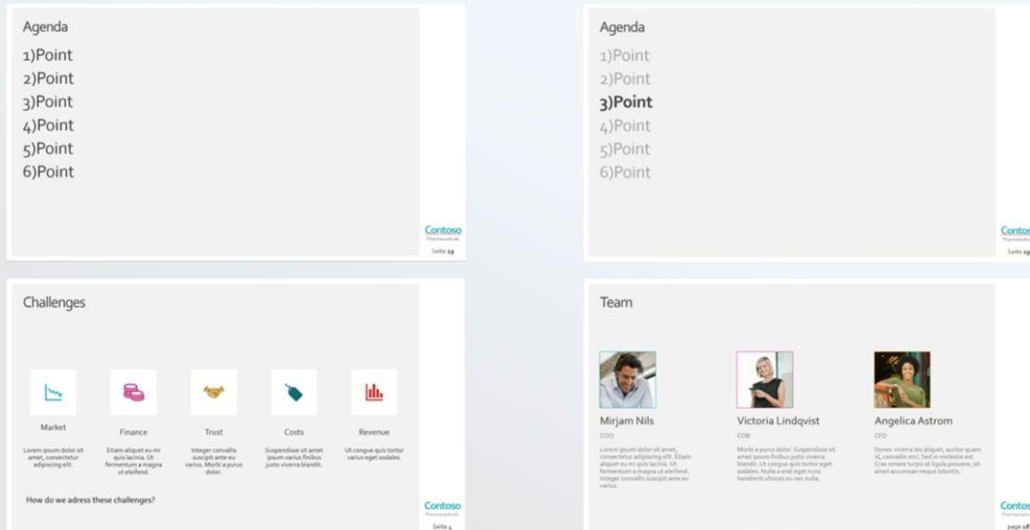
- ✓ First slides should include a presentation roadmap
- ✓ Names of the presenting team, ideally with pictures
- ✓ Mark out the purpose of the presentation and the key question
- ✓ Show the audience always where you are in the presentation



Paul:

In the first slides of your presentation, you should give the audience an idea what you are going to speak about. For this, you should add an agenda, the names and pictures of the presenting team, the purpose of the presentation and, as Katja said, one key question you are going to answer during this presentation. In addition, always show the slide number at the bottom to let the audience know where you are in the presentation.

PRESENTATION STRUCTURE



Paul:

On these 4 slides you can see how a well-structured PowerPoint looks. The two pictures on the top show the agenda at the beginning of the presentation and at the point where a new chapter starts. On the bottom left slide, you can see a slide combining the key issues being addressed in the presentation as well as one main question. On the bottom right side, you see a team-introduction slide with pictures, names, positions and additional information.

Picture source: Office 365 PowerPoint Templates

SLIDE STRUCTURE

- ✓ Short bullet points or SmartArts
- ✓ Use tables and graphs instead of text
- ✓ Adjust the font size and color to ensure that it is easy to read
- ✓ Choose a sans serif font for online presentations
- ✓ Text should not be positioned on top of pictures



Paul:

Your content-slides should include short bullet points or SmartArts instead of long texts. You can support your message by adding tables and graphs. By adjusting the font size and color, you can make sure that the points are easy to read for your audience. You should use sans serif font for online presentations as it will be easier to read on monitors. Tipp: do not place text in top of pictures – the low contrast will make it hard to read.

<https://www.bates.edu/helpdesk/2011/05/14/powerpoint-presentation-tips/>

SLIDE STRUCTURE

- ✓ Use signal sticker like “Actions required!” for clarification
- ✓ Use focus numbers like “-12% vs. PY” to support the message
- ✓ Use traffic lights or red and green colors to symbol success / potential
- ✓ Use soft colors for most of the slide and bright signal colors for accents
- ✓ All the slides should be structured similarly



Paul:

You can clarify whether your slide is just informative or engaging by using stickers like “Actions required!” or “Flash back”. If you are working with numbers, make sure to highlight the most important number like “-12% vs. previous year” to support your main message. By highlighting numbers or information with red and green colors or traffic lights, the main message will be delivered even better. But in general, most of the colors should be soft and only important parts should have these signal colors. In general, all the slides should be structured similarly in terms of font type, font size and layout.

<https://visage.co/11-design-tips-beautiful-presentations/>



Paul:

This is a perfect slide where you can see immediately that the finance situation is negative compared to the previous year, how the negative result assembles and that actions are required.

Picture source: Office 365 PowerPoint Templates

VISUALS

- ✓ Create infographics
- ✓ Use stock photos
- ✓ For non-business presentations: use GIFs or memes
- ✓ Use YouTube videos
- ✓ Use bar charts and pie graphs
- ✓ Use hand-drawn pictures



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Paul:

As said before, it is extremely important to use visuals instead of text. For this, you can create infographics, use stock photos or your own photographs. For non-business presentations, you can even use GIF's or memes to make your audience laugh. If you want to explain difficult topics, you might use YouTube videos for this. Bar charts and pie graphs will make the results easier to read. By using hand-drawn pictures, you can add a personal touch to your presentation.

<https://pptcrafter.wordpress.com/2019/09/24/hand-drawn-style-in-powerpoint/>
<https://www.powtoon.com/blog/11-free-image-resources-presentation/>

VISUALS



New Technology

Advantages:

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Nunc tempus, risas sodales hendrerit, arcu dolor commodo libero.

Contoso Pharmaceuticals
page 7



Paul:

By using pictures, it is easier for the audience to get a feeling how the new technology on the left slide will look like and operate. The slide on the right side compares a table and a graph with revenue figures. The graph reveals the positive revenue trend and is therefore a recommended visual.

Picture source: Office 365 PowerPoint Templates

ANIMATIONS

- ✓ Use animations to highlight the important parts
- ✓ Use animations to get more space for pictures
- ✓ Use transitions



Paul:

By using animations, you can easily highlight the important parts of your PowerPoint presentation. You can also use animations to get more space on your slide for bigger pictures, as I will show in a second. Transitions will make the change between slides smoother and therefore the overall presentation experience better.

<https://business.tutsplus.com/articles/powerpoint-animation-tips-and-tricks--cms-27552>

ANIMATIONS

Picutre 2

Integer convallis suscipit ante eu varius. Morbi a purus dolor.



Best solution



Contoso
Pharmaceuticals
page 11

Paul:

Here you can see how the smaller picture disappears (by using animations) to make space for the bigger picture. By adding an arrow and additional notes, you can steer the attention of your audience to the most important parts.

Picture source: Office 365 PowerPoint Templates

INTERACTIVE TOOLS

- ✓ Interactive Quiz (with Smartphone)
- ✓ Scenarios with multiple options, audience is choosing the path




Paul:

If you want to stand out with your presentation, you can include the audience by using interactive tools like a quiz where everyone can participate with their smartphones. You can also implement scenarios with multiple options, where the audience choose the path your presentation will go.

<https://www.ispringsolutions.com/blog/how-to-make-a-quiz-in-powerpoint>

INTERACTIVE TOOLS

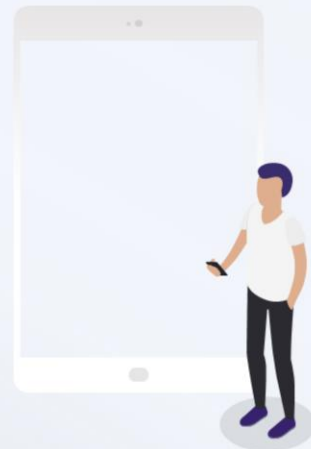
How Kahoot! works



Create
Creating a kahoot takes minutes! Combine quiz questions with polls, open-ended questions, slides, word clouds, and more.

Play
Present a live kahoot on a shared screen – via video conference or in-person – with learners answering on their device, or assign self-paced kahoots with questions and answers displayed on the learner's device.

Share
Share kahoots with your team, and get instant performance insights from learners in your organization.



Paul:

Here you can see an online quiz website which allows your audience to vote on their smartphone. Afterwards, you can stream the results live in your presentation. This will make your presentation perfect!

<https://kahoot.com/>

1. USEFUL PRESENTATION TECHNIQUES
2. PITFALL AVOIDANCE IN ONLINE PRESENTATIONS
3. TIPS TO GIVE A PERFECT ONLINE PRESENTATION
4. **SUMMARY**



Thank you very much Quynh and Paul for that useful advice.

SUMMARY

WHAT HAVE WE LEARNT?

- ✓ Techniques, how to become a great speaker
- ✓ How to avoid pitfalls during the online presentations
- ✓ How to create aa perfect PowerPoint presentation



What then have we learnt today ?

In this presentation we have learnt some tools & techniques, how to become a great speaker and how to keep and maintain audience's attention. Quynh talked about pitfall avoidance, what should we do and what not, how to avoid to awkward situations. Moreover, she recommended us some useful tips. At the end, Paul focused on the design and structure of PowerPoint presentation which I consider a very important part of the presentation, not only for online but also for live presentations (such as presentation structure, slide structure, visuals, animations...) All these tools and recommendations lead to successful presentations. So let's be creative and successful.

Dear audience, if you have any question, feel free to ask. However, I would like to join you to the discussion and I would like to know, if you have some bad or good experience with online lectures or teaching. Please share your ideas. Thank you for attention.

THANK YOU!



LITERATURE

- <https://visme.co/blog/engage-audience-online-presentation/>
- <https://www.presentationmagazine.com/effective-presentation-techniques-the-top-10-149.htm>
- <https://ezcast-pro.com/stories/effective-presentation-techniques/>
- <https://business.tutsplus.com/tutorials/make-a-powerpoint-title-slide--cms-31553>
- <https://www.pptpop.com/powerpoint-title-slide/>
- <https://www.bates.edu/helpdesk/2011/05/14/powerpoint-presentation-tips/>
- <https://visage.co/11-design-tips-beautiful-presentations/>
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