Presentations

Visual Elements

"I hear and I forget. I see and I remember.
I do and I understand."
- Confucius

Visual/Audio Aides

Provide Copies

If possible provide copies of slides, graphs and charts

Alternate Formats

Provide materials in alternate formats, i.e. website or download

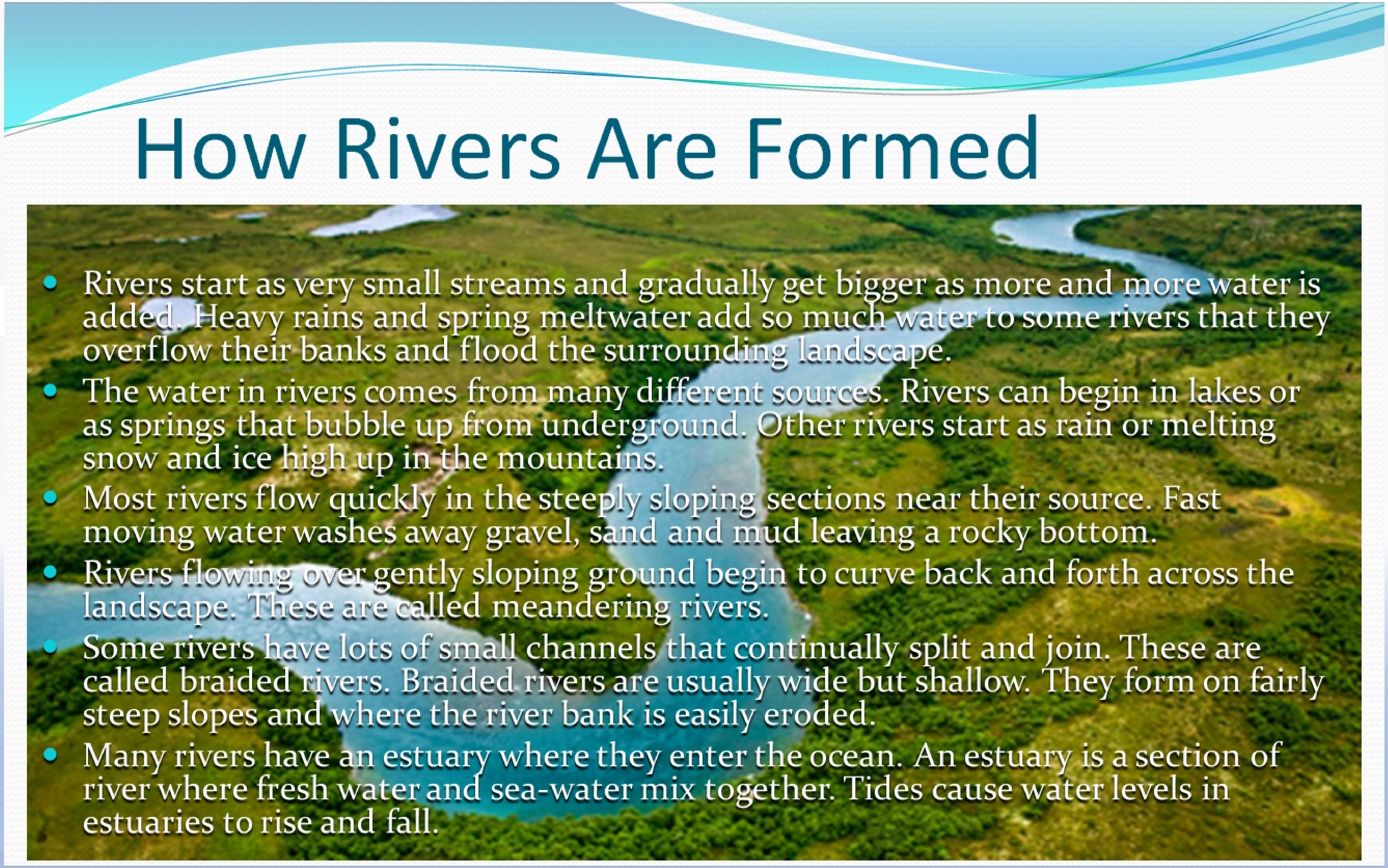
Use a Mic!

Always assume no one can hear you and use a microphone

Speak Content & Visuals

- ✓ Describe photos/graphics
- ✓ Present graphs & charts
- ✓ Remind handouts were distributed

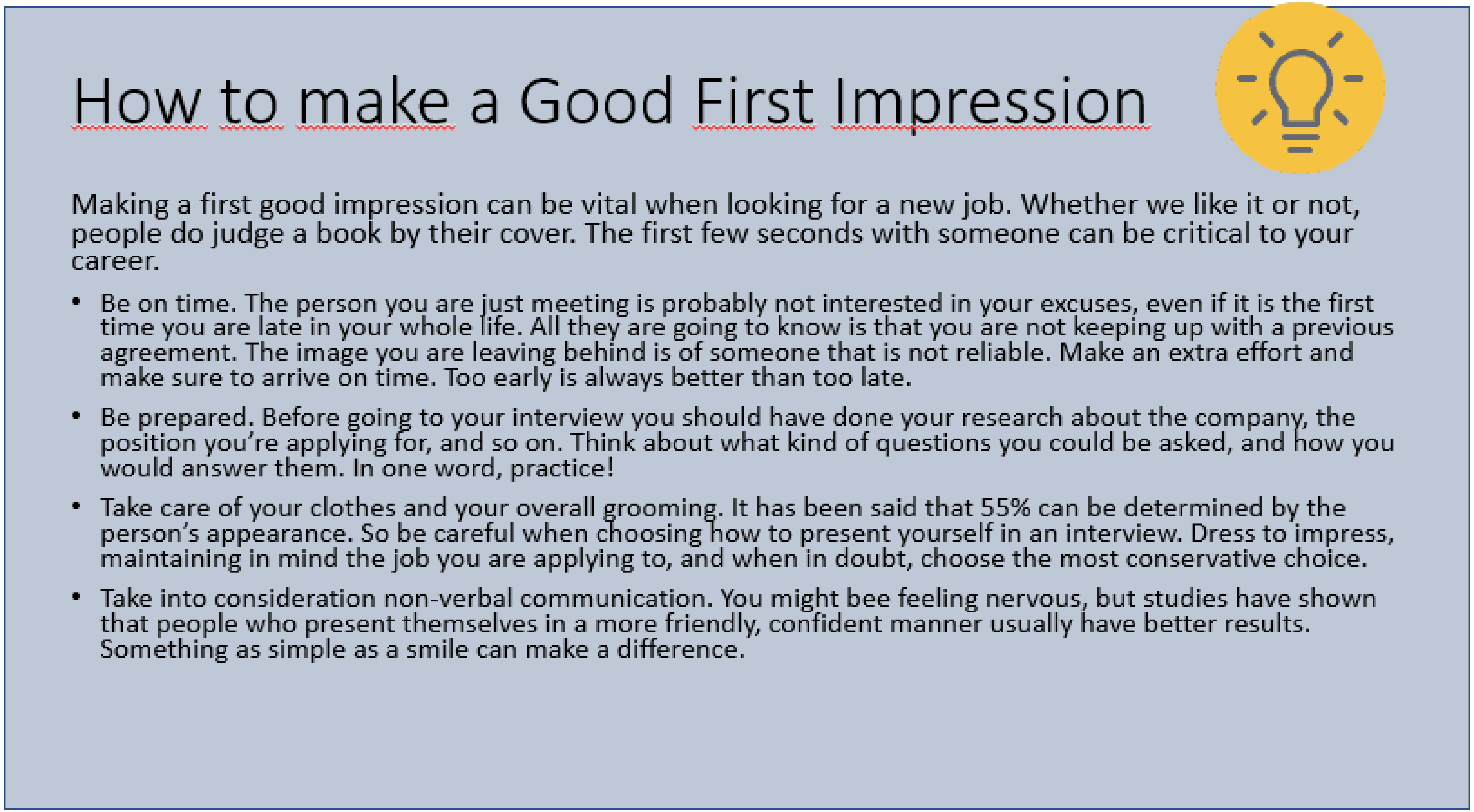
Examples



How Rivers Are Formed

- Rivers start as very small streams and gradually get bigger as more and more water is added. Heavy rains and spring meltwater add so much water to some rivers that they overflow their banks and flood the surrounding landscape.
- The water in rivers comes from many different sources. Rivers can begin in lakes or as springs that bubble up from underground. Other rivers start as rain or melting snow and ice high up in the mountains.
- Most rivers flow quickly in the steeply sloping sections near their source. Fast moving water washes away gravel, sand and mud leaving a rocky bottom.
- Rivers flowing over gently sloping ground begin to curve back and forth across the landscape. These are called meandering rivers.
- Some rivers have lots of small channels that continually split and join. These are called braided rivers. Braided rivers are usually wide but shallow. They form on fairly steep slopes and where the river bank is easily eroded.
- Many rivers have an estuary where they enter the ocean. An estuary is a section of river where fresh water and sea-water mix together. Tides cause water levels in estuaries to rise and fall.

Examples

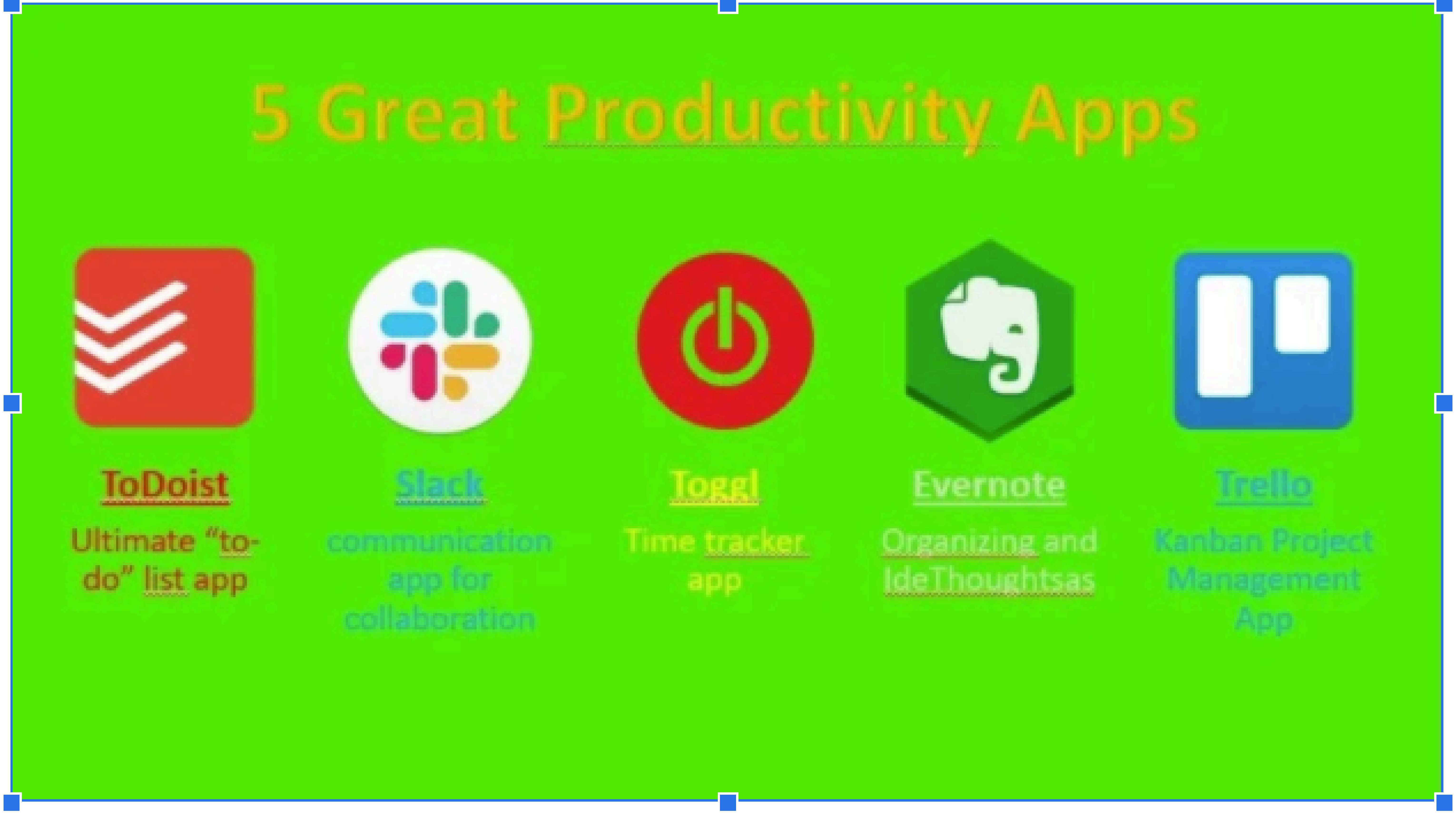


How to make a Good First Impression

Making a first good impression can be vital when looking for a new job. Whether we like it or not, people do judge a book by their cover. The first few seconds with someone can be critical to your career.

- Be on time. The person you are just meeting is probably not interested in your excuses, even if it is the first time you are late in your whole life. All they are going to know is that you are not keeping up with a previous agreement. The image you are leaving behind is of someone that is not reliable. Make an extra effort and make sure to arrive on time. Too early is always better than too late.
- Be prepared. Before going to your interview you should have done your research about the company, the position you're applying for, and so on. Think about what kind of questions you could be asked, and how you would answer them. In one word, practice!
- Take care of your clothes and your overall grooming. It has been said that 55% can be determined by the person's appearance. So be careful when choosing how to present yourself in an interview. Dress to impress, maintaining in mind the job you are applying to, and when in doubt, choose the most conservative choice.
- Take into consideration non-verbal communication. You might bee feeling nervous, but studies have shown that people who present themselves in a more friendly, confident manner usually have better results. Something as simple as a smile can make a difference.

Examples



5 Great Productivity Apps

ToDoist
Ultimate "to-do" list app

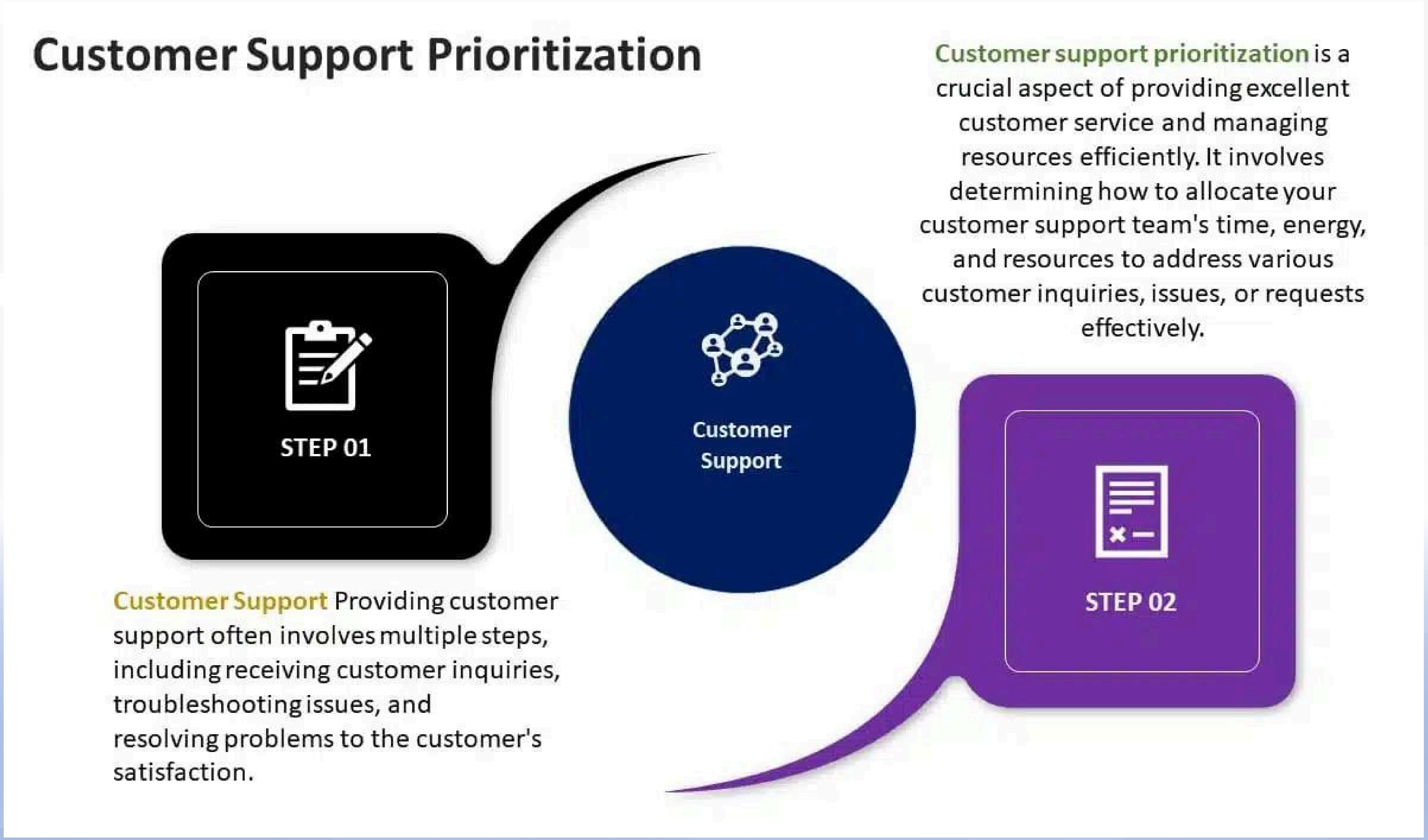
Slack
communication app for collaboration

Toggl
Time tracker app

Evernote
Organizing and IdeThoughtsas

Trello
Kanban Project Management App

Examples



Customer Support Prioritization

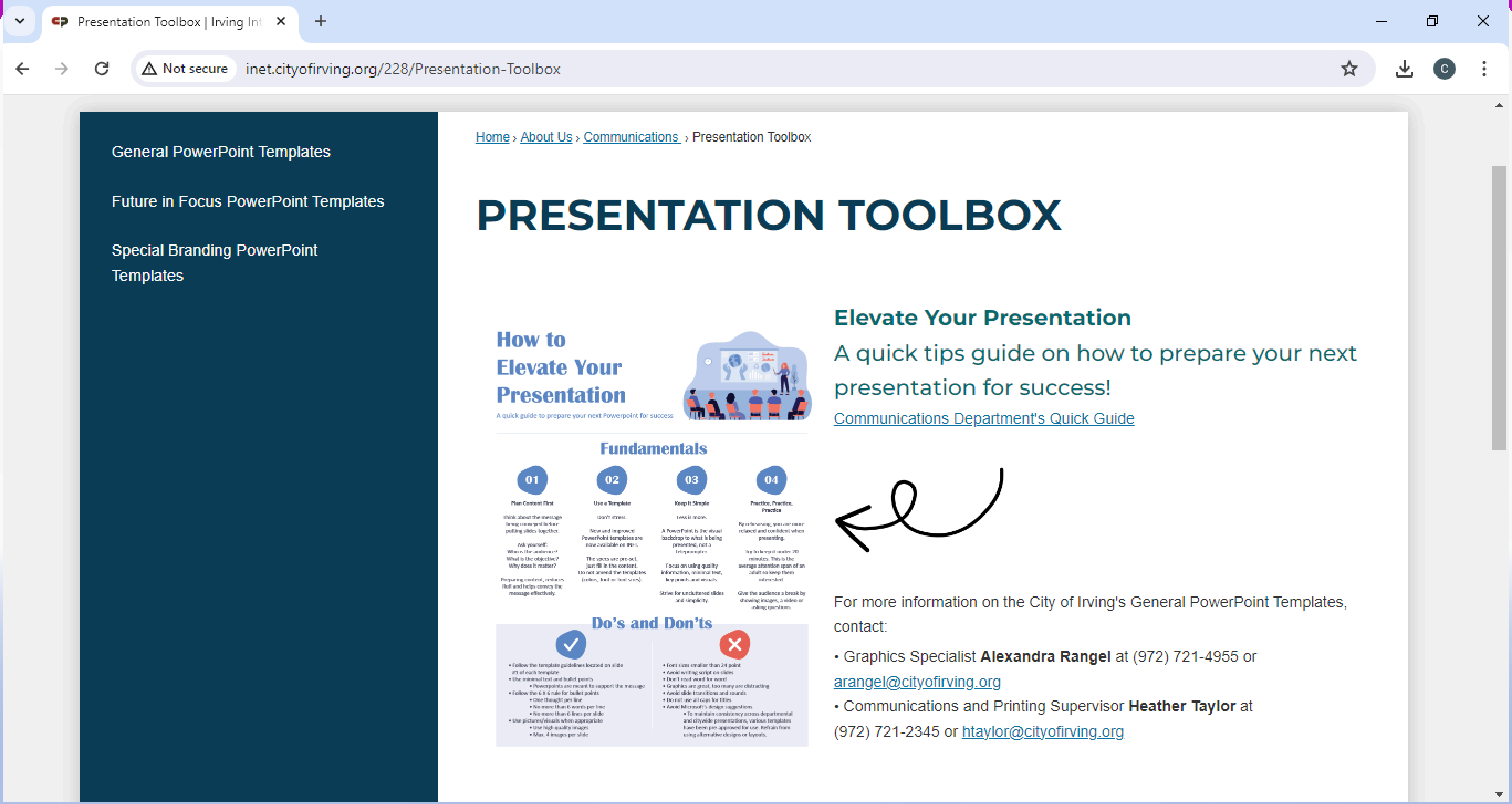
Customer support prioritization is a crucial aspect of providing excellent customer service and managing resources efficiently. It involves determining how to allocate your customer support team's time, energy, and resources to address various customer inquiries, issues, or requests effectively.

STEP 01

Customer Support

STEP 02

Customer Support Providing customer support often involves multiple steps, including receiving customer inquiries, troubleshooting issues, and resolving problems to the customer's satisfaction.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PRESENTATION TOOLBOX

How to Elevate Your Presentation
A quick guide to prepare your next Powerpoint for success
Fundamentals
01
Plan Content First
02
Use a Template
03
Keep It Simple
04
Practice, Practice, Practice
Do's and Don'ts

Elevate Your Presentation

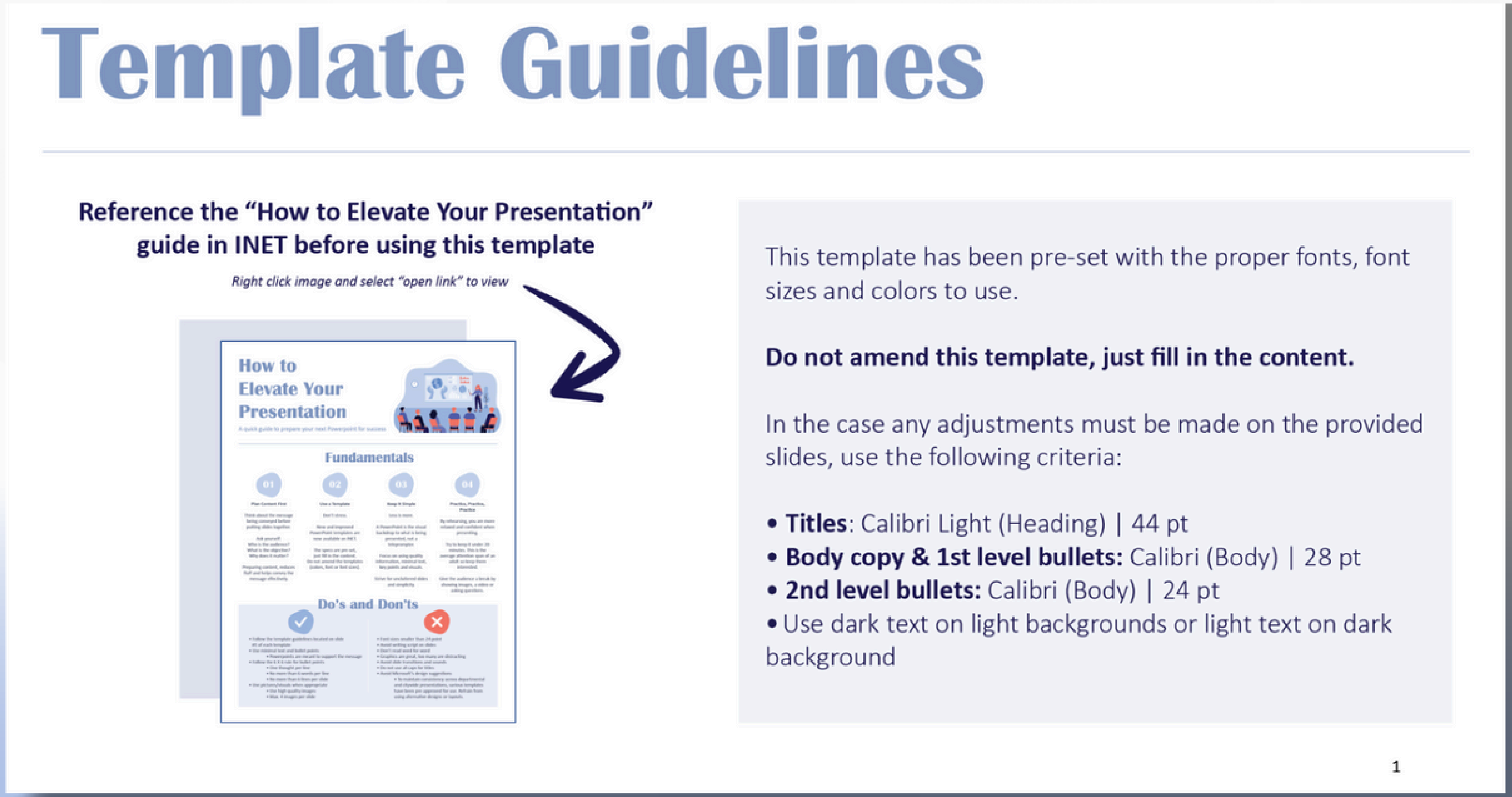
A quick tips guide on how to prepare your next presentation for success!

Communications Department's Quick Guide

For more information on the City of Irving's General PowerPoint Templates, contact:

- Graphics Specialist **Alexandra Rangel** at (972) 721-4955 or arangel@cityofirving.org
- Communications and Printing Supervisor **Heather Taylor** at (972) 721-2345 or htaylor@cityofirving.org

Examples



Template Guidelines

Reference the “How to Elevate Your Presentation” guide in INET before using this template

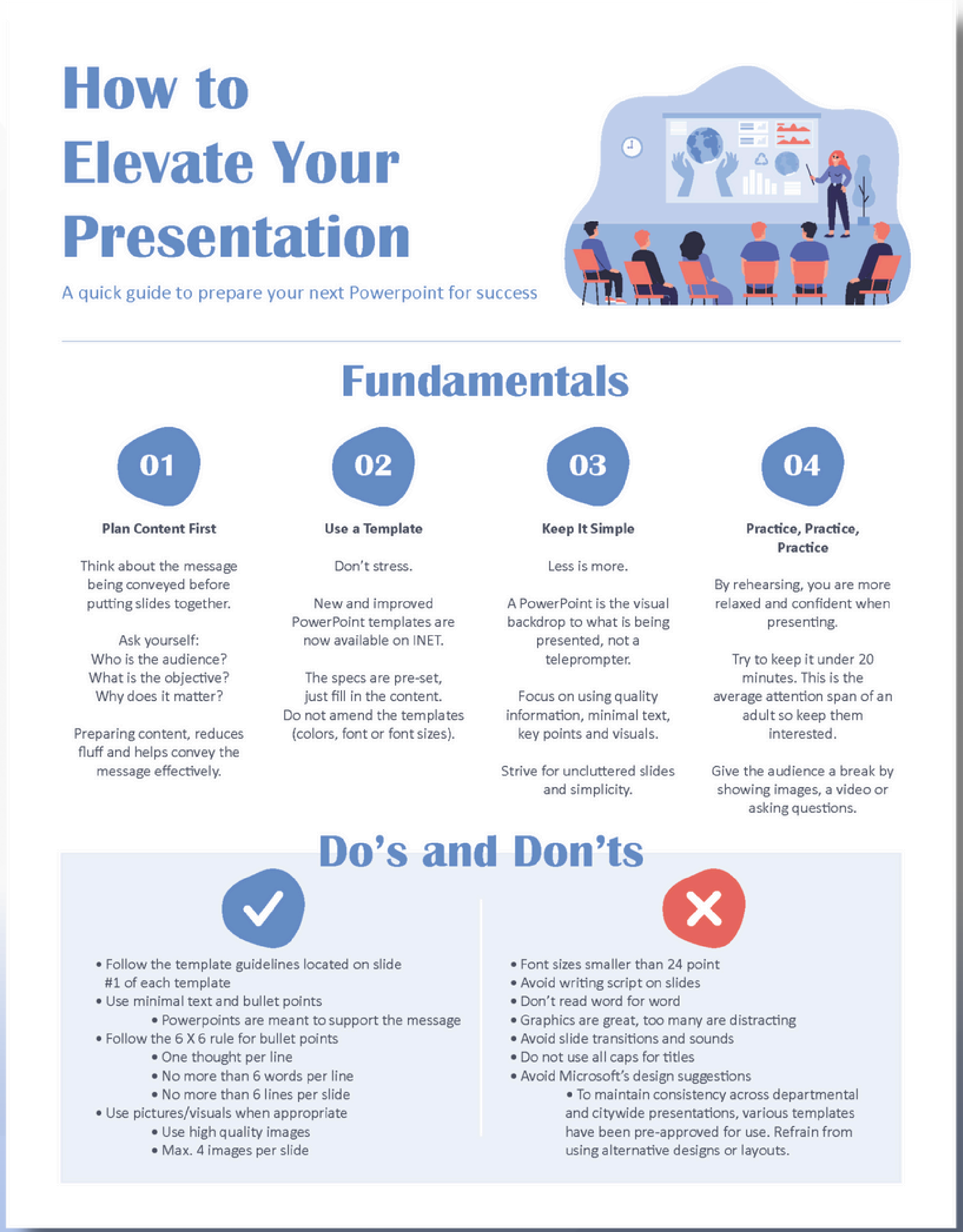
Right click image and select “open link” to view

This template has been pre-set with the proper fonts, font sizes and colors to use.

Do not amend this template, just fill in the content.

In the case any adjustments must be made on the provided slides, use the following criteria:

- **Titles**: Calibri Light (Heading) | 44 pt
- **Body copy & 1st level bullets:** Calibri (Body) | 28 pt
- **2nd level bullets:** Calibri (Body) | 24 pt
- Use dark text on light backgrounds or light text on dark background



How to Elevate Your Presentation

A quick guide to prepare your next Powerpoint for success

Fundamentals

01

Plan Content First

Think about the message being conveyed before putting slides together.

Ask yourself:
Who is the audience?
What is the objective?
Why does it matter?

Preparing content, reduces fluff and helps convey the message effectively.

02

Use a Template

Don’t stress.

New and improved PowerPoint templates are now available on INET.

The specs are pre-set, just fill in the content. Do not amend the templates (colors, font or font sizes).

03

Keep It Simple

Less is more.

A PowerPoint is the visual backdrop to what is being presented, not a teleprompter.

Focus on using quality information, minimal text, key points and visuals.

Strive for uncluttered slides and simplicity.

04

Practice, Practice, Practice

By rehearsing, you are more relaxed and confident when presenting.

Try to keep it under 20 minutes. This is the average attention span of an adult so keep them interested.

Give the audience a break by showing images, a video or asking questions.

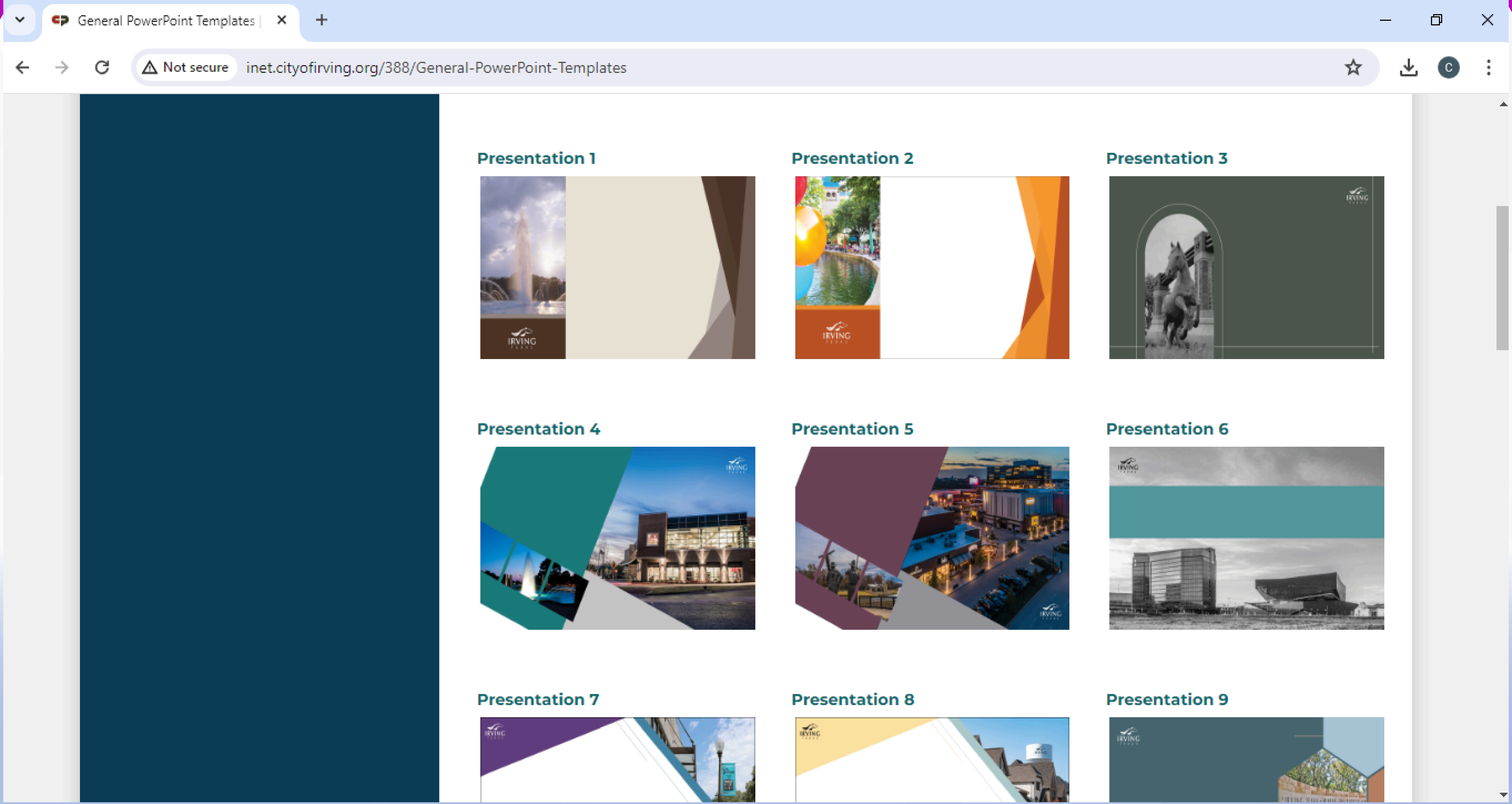
Do’s and Don’ts

✓

- Follow the template guidelines located on slide #1 of each template
- Use minimal text and bullet points
    - Powerpoints are meant to support the message
- Follow the 6 X 6 rule for bullet points
    - One thought per line
    - No more than 6 words per line
    - No more than 6 lines per slide
- Use pictures/visuals when appropriate
    - Use high quality images
    - Max. 4 images per slide

✗

- Font sizes smaller than 24 point
- Avoid writing script on slides
- Don’t read word for word
- Graphics are great, too many are distracting
- Avoid slide transitions and sounds
- Do not use all caps for titles
- Avoid Microsoft’s design suggestions
    - To maintain consistency across departmental and citywide presentations, various templates have been pre-approved for use. Refrain from using alternative designs or layouts.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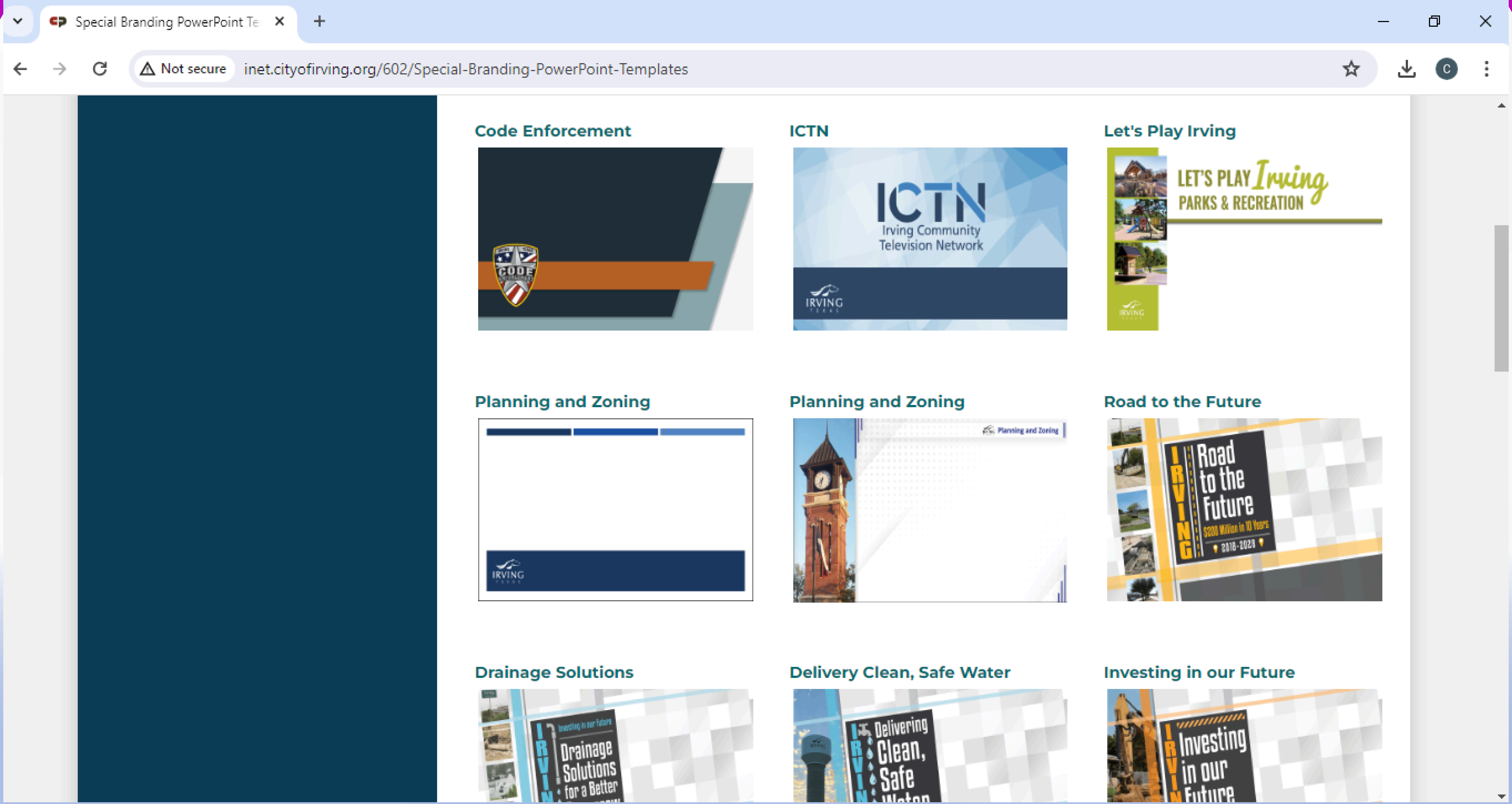
Presentation 1
Presentation 2
Presentation 3
Presentation 4
Presentation 5
Presentation 6
Presentation 7
Presentation 8
Presentation 9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CODE
ICTN
Irving Community Television Network
IRVING
LET'S PLAY Irving
PARKS & RECREATION
IRVING
Planning and Zoning
IRVING
Road to the Future
$200 Million in 10 Years
2018-2028
Drainage Solutions for a Better
Delivering Clean, Safe Water
Investing in our Future

Code Enforcement

ICTN

Let's Play Irving

Planning and Zoning

Planning and Zoning

Road to the Future

Drainage Solutions

Delivery Clean, Safe Water

Investing in our Future