

# NARRATING POWERPOINTS LIKE A PRO

# TIPS & NEXT STEPS

## TIPS FOR SCRIPTING

- 1 Use the PowerPoint Notes feature for your script
- 2 Another advantage of fully scripting is that you will be able to generate a printable transcript for those with hearing disabilities (this is a legal requirement for educational videos in some countries)
- 3 Add interest, context, personality and additional meaning through your narration - don't just simply read the presentation's text out
- 4 Keep it brief. Break your your PowerPoint up into two presentations if it's going to be longer than about 10 minutes

## TIPS FOR GETTING A HIGH QUALITY RECORDING

- 1 Speak clearly, confidently and not too quickly
- 2 Consider using a professional condenser microphone set-up or a lapel (lavalier) microphone
- 3 Think about the room in which you are recording. Is there too much ambient noise (people talking, traffic)? Is there too much echo/reverberation? Will you be undisturbed?
- 4 If you record your narration into a different software, such as Adobe Audition, you will have greater control over processing and mixing, however it's a lot more complicated.

## NEXT STEPS

- 1 Consider adding video of you narrating and/or interactions/quizzes by using Office Mix or Adobe Presenter. Visit <http://mix.office.com> or <http://www.adobe.com/products/presenter> for more info.
- 2 Consider making your PowerPoint more interactive by using hyperlinks. This allows for non-linear navigation through your presentation. Visit <http://www.gcflearnfree.org/office2013/powerpoint2013/31> for more info.
- 3 Perform an internet search/research on **improving your speaking voice**. There are a number of videos on YouTube helping with this also
- 4 Learn how to make more visually exciting slide designs. You can plenty of inspiration by performing an internet search on **presentation slide design inspiration** or even browsing through commercial template sites such as <http://www.slideshop.com>