CHAPTER 10

Visual & Slide Review

Use one copy for each visual. Decide what people need to see and practice explaining it without reading the screen.

Slide or visual number _____ Presentation _____

Audience question this visual answers

What should people understand from this visual? Write a title that states the main point when appropriate.

What the audience must actually see

What question do these numbers answer, what do they show, and what do they mean for the decision?

Review and Simplify the Visual

Remove unnecessary material, separate ideas people need to consider individually, and make the important information easy to find.

What will I remove, separate, or make easier to see?

Where did the information come from? What context or limits must people know?

Request a presentation review to make your visuals support the audience experience.

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VISUAL & SLIDE REVIEW CONTINUED

Practice Explaining the Visual

What will I tell people to look for?

What will I show, and when?

How will I explain what it means?

When will I turn my attention back to the audience?

Readiness check

- ☐ Text and labels are readable from the audience's position.
- ☐ The visual supports one clear point.
- ☐ I can explain the meaning without reading the slide.
- ☐ A blank or simplified screen is planned when attention should return to me.
- ☐ Display audio files links and controls have been checked.
- ☐ Backup materials are ready for the actual format.

How will I explain the point if the visual is unavailable? If people must see it, what backup will I use or when will I pause?

Rehearsal finding and one final change