

Introduction to public speaking skills

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Basic PowerPoint Skills

Why is it so important for us to spend all this time preparing our PowerPoint slides?

- Well, for one thing, if we don't spend time preparing, we may just end up typing what we want to say directly onto our slides. We do this not to be intentionally boring, but mostly because we are afraid of forgetting what we want to say. So, instead of using PowerPoint to direct the audience toward the key points of our talk, we use it as a crutch to make up for our poor preparation. Mistakenly, we convince ourselves that as long as we occasionally use bulleted or numbered lists, then:
 1. We are only highlighting key points (even if we fill each slide with 10-15 of these "key points"), and...
 2. Our audience will follow along with rapt attention, ergo...
 3. We have used PowerPoint to its fullest potential.
- Now there's nothing wrong with having a lot to say. The problem is that once we decide to put full paragraphs on our slides, we soon discover that it's hard to fit what we want to say in a single slide. Rather than reducing the amount of text on the screen, though, we just shrink the font size smaller and smaller. And because it's hard to read such tiny letters when we're presenting in front of a big crowd, we use the laser pointer to help us read directly from the slides, so we don't lose our place. Then we soon realize that the audience can't read our slides either, we apologize for making slides too busy. But by then it's too late. We've already shrunk the font so much that it can't be shrunk any smaller. Having squeezed words into every pixel on our slide, we relent and decide to just start again on another slide.

Why is it so important for us to spend all this time preparing our PowerPoint slides? (continued)

- Other problems encountered include:
 - “Fun”, “Catchy”, or otherwise *Irritating Fonts*
 - Really bad color combinations
 - Animation catastrophes

Learning Objectives

- Recognize the value of **effective slide design** in communicating to an audience
- Identify **formatting pitfalls** and suggest ways to improve poorly designed slides
- Illustrate how to use charts, diagrams and animation to **efficiently convey** a message

Considerations

- Slide Design
- Fonts & Lettering
- Animation
- Clarity & Simplicity
- Charts & Pictures

Slide Design should be...

- Consistent from slide to slide:
 - ✓ background
 - ✓ color scheme
 - ✓ title/header layout
 - ✓ font
- Easy to look at:
 - ✓ vibrant colors
 - ✓ bold contrast between background and foreground

Slide Design should NOT be...

- “Busy”
 - ✗ too many different colors
 - ✗ patterns
- Distracting from your message
 - ✗ pictures in the background
- Headache-inducing
 - ✗ colors that clash

Fonts

Sans Serif (32 pt)

Arial

Tahoma

Franklin Gothic

Serif (32 pt)

Times New Roman

Lucida Bright

Century

Animation should...

- be consistent
- enliven presentation
- smooth transitions
- emphasize key points
- engage audience
- facilitate the story

Animation should NOT...

- distract from the message
- be too slow
- be an experiment

Test it BEFORE you use it!

Effective Animations: Draw attention

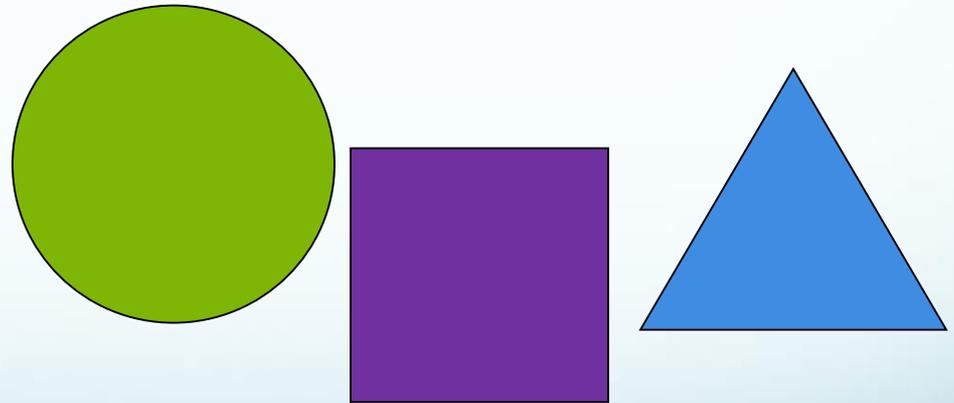
<u>Effect</u>	<u>Item/Shape</u>	<u>Effect</u>
 Point	Block arrow	“Peek in”
 Circle	Oval w/ no fill	“Wheel” with 1 spoke
<u>Underline text</u>	Line	“Wipe” from left
 “Highlight” text	Rectangle behind text	“Wipe” from left
 Fade background		

Animation Triggers

Animation triggers allow variety in your presentation. Instead of simply marching through your rigid presentation, you have certain response points for audience participation. Here's the basic example:



...Triggers these objects to appear



You can even do it again...

Clarity and Simplicity

- Avoid:
 - Irrelevant or unimportant numbers
 - Abbreviations and acronyms
 - Complete sentences**

**Only use full sentences to emphasize key points.

Clarity and Simplicity

- Never say: “What I’m trying to show with this slide is...”
- Never apologize for a busy slide—trim it down or take it out!

Slides should summarize what you say, not the other way around

Charts and Pictures

“Can I use a picture or chart here instead of words?”

Example A

Cough: Differential Diagnosis

- *Infection*
- *Post-viral*
- *Psychogenic*
- *Foreign body*
- *Environmental*
- *Asthma*
- *GE reflux*
- *Anatomic abnormality*
- *Medication*
- *Interstitial lung disease*
- *Cardiogenic (CHF)*
- *Cystic Fibrosis*

Cough: Differential Diagnosis

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Example B

“Severe” Sinusitis

- Temperature of at least 102°F (39°C) and:
 - Purulent nasal discharge for at least 3-4 consecutive days
 - Child seems ill
- Periorbital swelling
- Tenderness to palpation



What's the evidence?

“Severe” Sinusitis

- Temperature of at least 102°F (39°C) and:
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What's the evidence?

Example C

What Factors Best Predict Whether a Murmur is Normal or Pathologic?

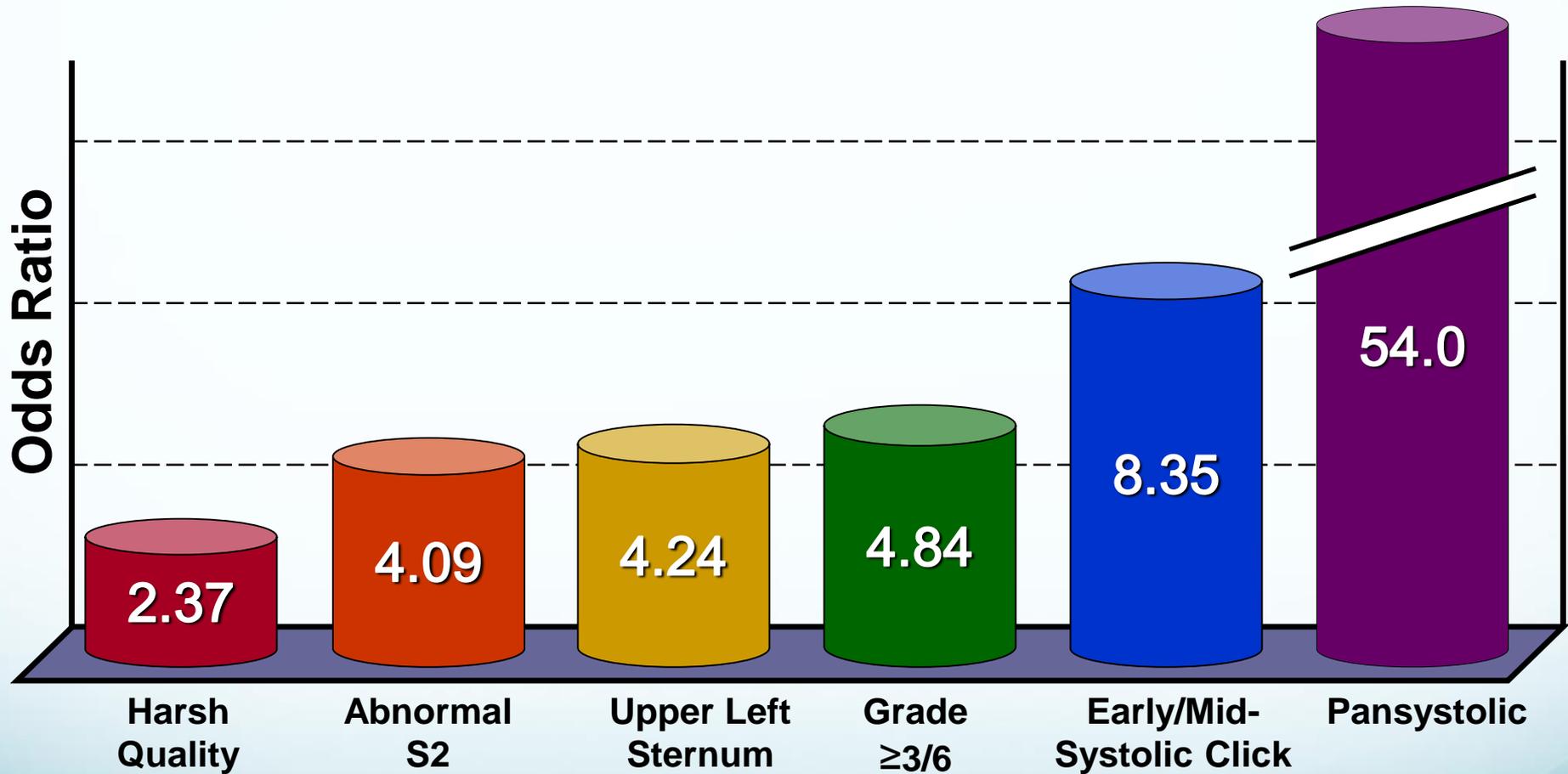
- A study by McCrindle in Archives of Pediatric and Adolescent Medicine in 1996 looked at what characteristics predict a pathologic CM
- They evaluated 222 consecutive children referred for the evaluation of a CM, who had never before been referred to a cardiologist
- The prevalence of pathologic murmurs in those referred for evaluation was 33%
- The diagnostic sens of the cardiologists who evaluated the patients was in the study was 92%; the diagnostic spec was 94%.
 - = PPV of 88% and a NPV of 96%
- According to their study, cardiac exam findings that were that were significantly more common in pathologic CMs included the following six characteristics
 - harsh quality (OR 2.34)
 - abnormal S2 sound (OR 4.09)
 - location at LUSB (OR 4.24)
 - intensity \geq gr 3 (OR 4.84)
 - presence of an early/mid-systolic click (OR 8.35)
 - pansys (OR 54.0)

Predictors of Pathologic Murmurs

Characteristics of pathologic murmurs:

- Harsh quality (odds ratio 2.34)
- Abnormal S2 (OR 4.09)
- Heard at left upper sternal border (OR 4.24)
- Intensity \geq grade 3/6 (OR 4.84)
- Early/mid-systolic click (OR 8.35)
- Pansystolic (OR 54.0)

Predictors of Pathologic Murmurs



Example D

Epidemiology of Murmurs

- Most children will have a heart murmur at some point in their life
 - 70-80% according to the literature
- Only a small percentage of children will have structural heart disease
 - Less than 1%
- Therefore, the vast majority of murmurs heard are innocent murmurs
- The question is: How can we distinguish those children who have a structural defect from those who have a normal heart?

Epidemiology of Murmurs

- 70-80% of kids will have a heart murmur at some point during childhood
- About 1% of kids have a structural heart defect

CHALLENGE:
Identify those children with a
pathologic murmur

Epidemiology of Murmurs



70-80% of children will have a murmur at some point during childhood

Key Presentation Skills

	Key presentation skills & reminders			
Things to consider when presenting	10	9	8	7
	6	5	4	3
Things to consider	2	1	Bonus #1	#2.1
	#2.2	#3.1	#3.2	

Take-home message

**“Great presenters are not born,
they are made”**

Assignment for the practice workshop

- Each student will prepare to give a 5-minute talk (4-minute talk \pm one question from audience) using PowerPoint.
- The topic of the talk can be the same topic as your thesis research. The talk should contain a brief background of why you are interested in this topic.
- Awards will be given to students who come up with the most catchy talk title and to students who show the best presentation skills.
- Each student will receive the recorded CD of their presentation and summary of suggestions from Ajarns as participating gifts.

No worries, it will be fun !