## This booklet will help you keep track of your work and take notes of your ideas, thoughts and answers. Please use it alongside the online material.

## In this class you will learn about how to design good visuals.

**Compare your list of power point no-nos with slides 2 to 3:**

**YOUR NOTES**

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**Slide 4: Write in the missing words:**

Tabellenblätter - …………………………………………..

Organigramm - ……………………………………………

Kreisdiagram - ………………………………………………..

Balkendiagramm - ……………………………………………..

Kurven- oder Liniendiagram - …………………………………………..

**Slide 6: Watch the video and answer the following questions:**

**1. David Phillips discusses the question of why most power point presentations look so boring. He uses some examples to illustrate his point. What is wrong the presentation slides he uses as bad examples?**

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**2. He then discusses the capacity of our working memory. Which example(s) does he talk about in order to get his point across?**

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**3. He then talks about how presentation design can be improved. Which five design principles does he mention? Write them down and take additional notes if you find them worth remembering.**

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**4. David Phillips obviously prepared extremely well for his TEDx talk. Watch his body language, how he uses intonation, how he stresses important words, works with the volume of his voice and how he uses humour. What does he do at the end?**

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**Slide 8: Using visuals in your talk – Write in some useful sentences:**

|  |  |  |
| --- | --- | --- |
| **referring to visuals** | **highlighting information** | **giving examples** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Slide 9: Describing a flowchart**

**House vector created by brgfx - www.freepik.com**

**They say “a picture paints a thousand words” which is particularly good advice for presenters. In other words, whenever you have the chance of using a photo, picture, graph or flowcharts do so. This gives you the chance to speak freely without using words on slides.**

**In order to practise this, take a look at the following picture. Find websites as a source for describing what goes on in the picture (try to follow the logical order). Take notes of useful words and word combinations and then create your own short spoken presentation part. Use signposting language for your (imaginary) audience to be able to follow (see slide 8 for ideas).**

**Record your talk and upload it!**

**YOUR NOTES**

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