

# PRESENTING INFORMATION

Presentations are used to communicate relevant information to an audience and should suit the type of information presented. **Examples include:**



Posters



Web pages



Multimedia presentations

## Presentation Methods

### Text

**BORING**

Text is used to communicate detailed information, figures or data. However, alone, it can be boring and should be kept to a minimum.

### Images



Images are a powerful method of communicating without words.

### Graphs & Charts



Graphs are a great way of communicating numerical data in a visual, easy-to-interpret format.

### Sound



Information can be presented verbally. Sound and music can also be used to create mood.

### Video



Some information is best communicated through live action or animation.

## Multimedia Presentations

Multimedia presentation software enables users to create multisensory presentations incorporating a variety of media. Common features include:

### Slides



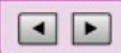
Presentations can consist of editable slides that enable users to incorporate text, images, sound and video.

### Animations



Presentations can incorporate animations, effects and moving images.

### Control



The presenter can manually change slides or put them on a timer.

### Additional Notes



Additional notes can be created as an aid for the presenter. Printable notes can also be used as supporting information for the audience.

## Advantages

- Presentations look professional.
- There are multiple stimuli to engage the audience.
- Several templates and customisable layouts are available.
- Presentation software is generally easy to use.

## Disadvantages

- It can be difficult for the audience to take notes during a presentation.
- Too many animations and effects can be distracting.
- If there is a software or hardware error, it can be difficult to continue.
- It can be difficult for the audience to interact with a presentation.