

# Career E-minder

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## Slideshow Presentations

CAREER  
SERVICES  
Skill Series

Whenever we are tasked to do a presentation in class or for a meeting; we automatically jump to asking ourselves if fitting in a slideshow would be helpful. There are tons of ways to present any topic in person, but it seems that we create and present slideshows because they're simple, easy to use and they make our job easier. That said, it's becoming more and more important to not abuse Power-Point privileges. They are there to help the presentation, alone. Let's delve in.

Firstly, it's very important to question what you're putting into your slideshow. Once you've got all your slides completed; ask yourself, "**Is this slide for me, or for the audience?**" If the slide is for you; get rid of it. You can become a better speaker, but your slides cannot.

Secondly, your slideshow is a visual. **Keep your slideshow visual.** Bigger letters don't make reading your thesis any more exciting than we're sure it already is. Abstain from making lists either too wordy, or too long. Words aren't necessarily visual, they don't paint an image, illustrate an environment or show us an item or object. You might as well hand out pamphlets.

Third on the list is to **ensure that your visual aids are, in fact, visual aids.** They must correlate to what you are talking about, and they must aid while you are talking about them. Don't add in endless images in hopes that it will just take the attention off of you.

Next, be cautious with all the fancy gadgets that slideshow makers provide. The fancy animations won't make your presentation any more credible at a staff meeting, but it might impress a class full of 3rd graders. **Think about your audience.**

Finally, **be so comfortable with your presentation that you barely have to look at the presentation.** Comfort and confidence go a long way, you'll be surprised at how much more informed and attentive your audience will be. Just take about 10-15 minutes every day before your presentation to review your slides and notes. It sure beats having those last minute nerves when you're kicking yourself in the pants asking "Why didn't I go review?!"



### Job of the Week

**Job ID:** 4782

**Job Title:** Summer Partner

**Organization:** Gulf Restoration Network

**Job Description:** Summer Jobs to Defend the Coast

Louisiana loses a football field worth of wetlands (a.k.a. natural storm protection) every 45 minutes, and we can stop it! This summer, work with the Gulf Restoration Network, [www.healthygulf.org](http://www.healthygulf.org), to organize public support for the "Defend Our Wetlands, Defend Ourselves" campaign, pressure Congress and oil companies to fix the coast, and recruit members for the Gulf Restoration Network. Work in New Orleans with potential for travel throughout the Gulf, learn valuable outreach and activism skills, and earn \$4,500 to \$8,000 for the summer.

*Log on to JasonQuest to find out more information!*

### Word to the Wise

- You should always keep a pack of Tic Tac mints in your desk drawer.
- Always keep a change of clean clothes at your work; you never know when it can rain or when you'll get ketchup on your shirt.
- Acorns are not to be thrown at your friends.



**Remember, if you're looking for a Co-Op or Internship, there are only a few more info sessions left in the semester! Call to register; they're required!**

### IMPORTANT INFO!

- **Apr 17th:** Silver Bullet, Inc. interviews
- **Apr 17th:** Palace Acquire Financial Management On-campus Interviews
- **Apr 21st:** Timesheets are due at 5pm!
- **Apr 22nd:** Co-Op/Internship Info session at 1pm

### Water Cooler Joke of the Week

I felt unappreciated at my last job. When I left, they held a big going-away party. They just didn't invite me.

Thanks to ahajokes.com