# PowerPoint Voice-over as a Teaching Tool

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Visual accompaniment to lectures

"Electronic slide-show"

A way for lecturers (and the audience) to be organized and stay on-track with presentations / provides cues for content

The "industry standard" (Simon, 2015, p. 147)

#### PowerPoint Stats

95% of the presentation software market

30 million PPT presentations occur every day

1.25 million presentations occur every hour

PPT is used 350 times per second (Infogr.am 2017)

### PowerPoint (Simon, 2015)

Typically requires presenting a chain of material in a linear way – This can hide or fail to adequately communicate a lecturer's expert, holistic understanding of a topic

"Linearity rather than connectivity" (p. 147)

"Students have come to expect a set of PowerPoint slides to accompany a lecture and many will refer to them as the "lecture notes" (p. 147)

## Does PPT organize your thoughts, or suppress spontaneity? (Or both?)

Varying levels / bullet format can cause

- important information to
  - Be lost
    - Or
      - ode-emphasized

(Tufte, 2001)

"PowerPoint Hell" (Vickers, 1999)

"Death by PowerPoint" (Garber, 2001)

"PowerPointless" (Murphy, 2006)



"Power corrupts. PowerPoint corrupts absolutely." (Tufte, 2009)

The influence of PowerPoint on literacy is a significant point of discussion among educators.

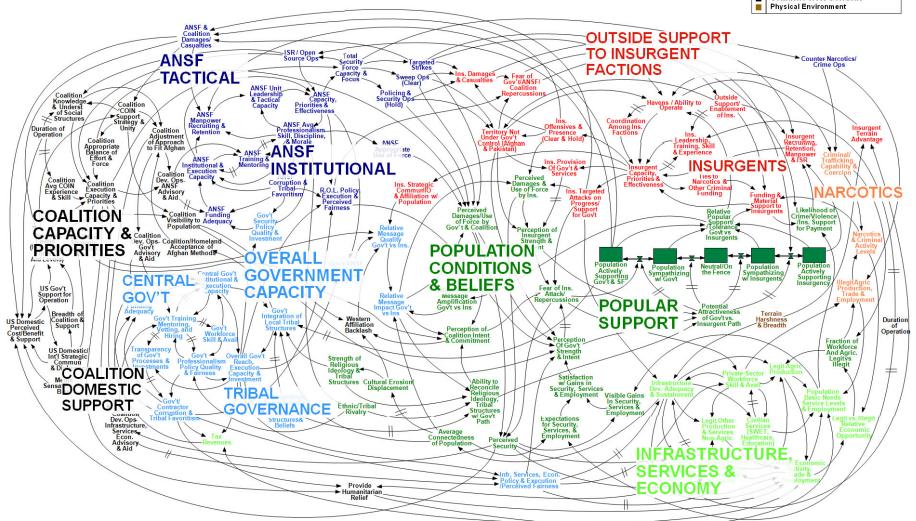
PowerPoint slides are typically devoid of paragraphs, pronouns, punctuation, conjunctions, auxiliary verbs, and articles.

See Tufte (2009)



#### **Afghanistan Stability / COIN Dynamics**





"Some problems in the world are not bullet-izable" – General Stanley A. McChrystal

("We have met the enemy and he is PowerPoint"
New York Times, April 26, 2010)

## Gettysburg Cemetery Dedication

Abraham Lincoln

#### Review of Key Objectives & Critical Success Factors

- What makes nation unique
  - Conceived in Liberty
  - Men are equal
- Shared vision
  - New birth of freedom
  - Gov't of/for/by the people

#### A scan of the literature

Students prefer lectures supported by PowerPoint, but there is no difference in grades when PPT is used as compared to when it is not used (Apperson, Laws, & Scepansky, 2008; Craig & Amernic, 2006; Simpson et al, 2003)

Students perceive lectures supported by PPT to be betterorganized and help them understand the material better (Simpson et al, 2003)

PPT "mainly adds to the entertainment rather than the education of students" (Szabo & Hastings, 2000)

## Does providing the slides as "notes" affect student attendance and/or performance?

Worthington & Levasseur (2015)

n = 108 students who received instructor provided slides as "notes" and

n = 96 students who took the same course the following semester without slides provided.

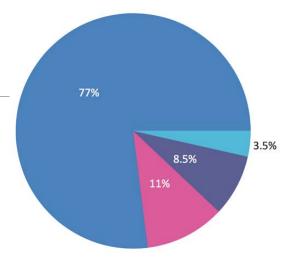


Instructor-provided slides had no effect on class attendance or on course-performance.

### A scan of the literature

Relevant graphics enhance student recall (ChanLin, 1998, 2000; Lowry 1999)

Irrelevant graphics result in decreased performance on quizzes and exams (Bartsch & Cobern, 2003)





#### A scan of the literature

Use of synchronized audio and video (such as PowerPoint Voice-over) are more effective than the provision of separate media items containing the same information (Griffin, Mitchell, & Thompson, 2009)

### What is PowerPoint Voice-over?

"Voice -over Narration"

Allows you to record a commentary on the slides in a presentation, which can then be played and advanced automatically in presentation mode

(<u>www.office.microsoft.com</u>, retrieved Feb. 28, 2013)



#### Uses of PPT VO

Can be your "substitute" if you have to miss class

- Illness
- Snow Days
- Scheduling conflicts / out-of-town

Can lessen instructor load (an entire course of PPTVO > be sure the course content lends itself to this format)

### Uses of PPT VO

Modules for just-in-time learning / flipped classroom

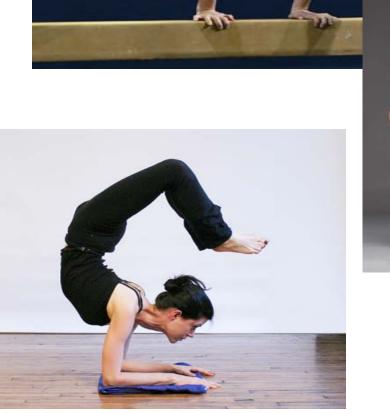
Background / prep work for classroom or laboratory experiences

Additional learning experiences to augment lecture and/or lab material – the following slides are from on-line modules for an upper extremity orthopedics course that I teach.



Excerpt from learning module associated with the course *Orthopedic Management of the Upper Extremity* 









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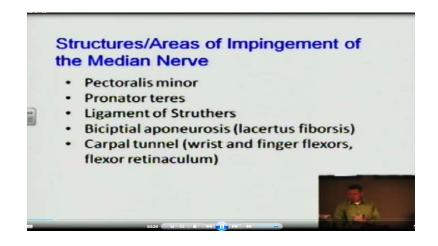
### PPT VO vs. Video Capture

Many educators use PPT VO and videocaptured presentations for the same purposes

For the most part, they are interchangeable

Video-captured presentations may be better for:

- Those involving more than one speaker
- Those that entail visual demonstration
- Visually-oriented learners





\* One key exception: You can't update the slides on a video capture without having to re-record the entire lecture.

## Before you Begin Recording...

Develop the slides for your presentation

Your slide show should be essentially ready to go. Just as if you were to walk into a lecture hall and make the presentation. (But do know that you can always polish it more later.)

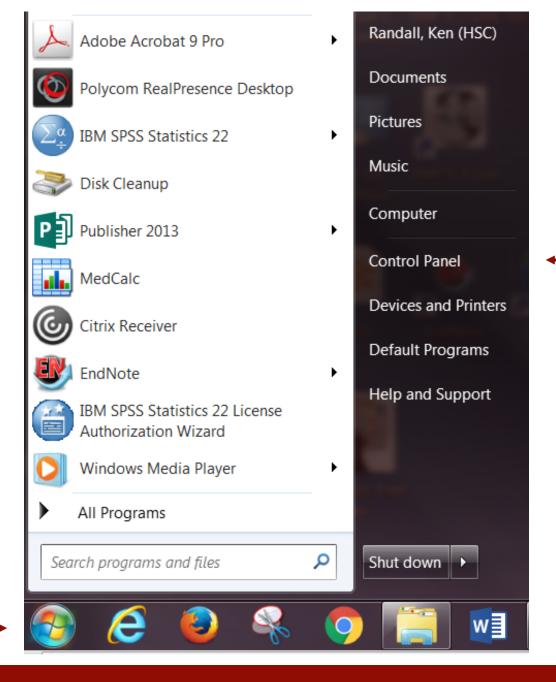
## Before you Begin Recording...

Test your microphone

Check the room that you're recording in... background noises (traffic, ventilation units, etc.) that your mind tunes out might become a prominent feature of what is recorded (super irritating).

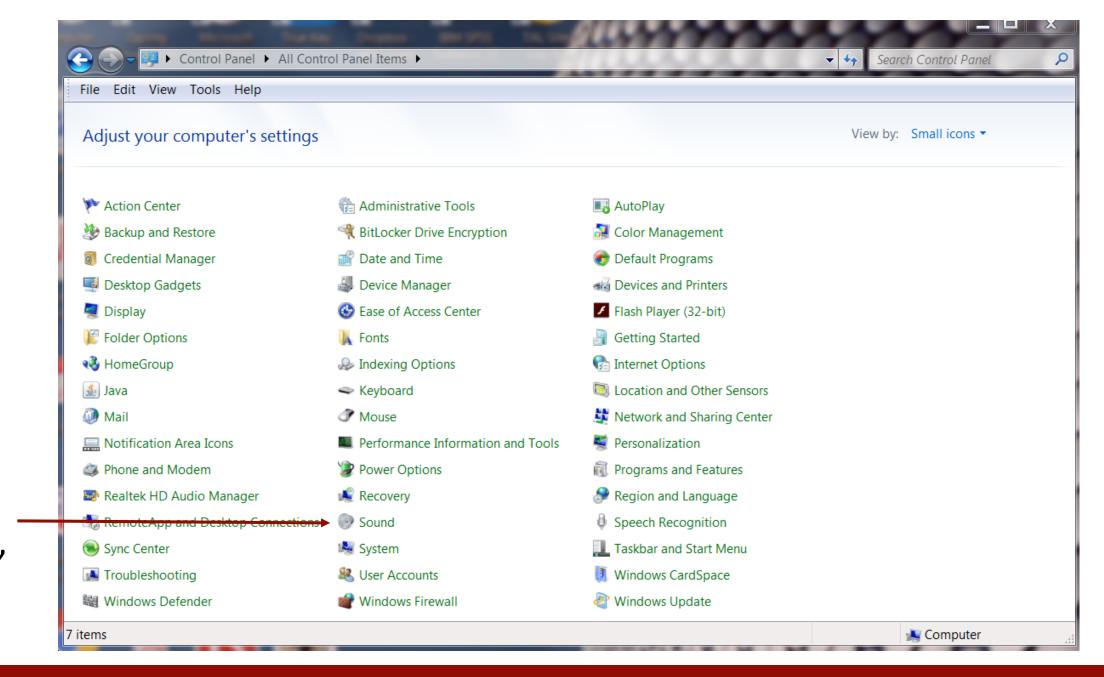
This includes the fan on laptops.

## Testing your microphone:



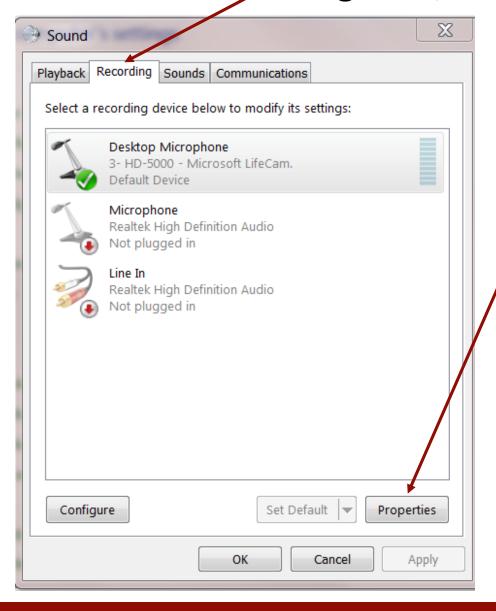
1. Click on Windows icon —

2. Click on "Control Panel"

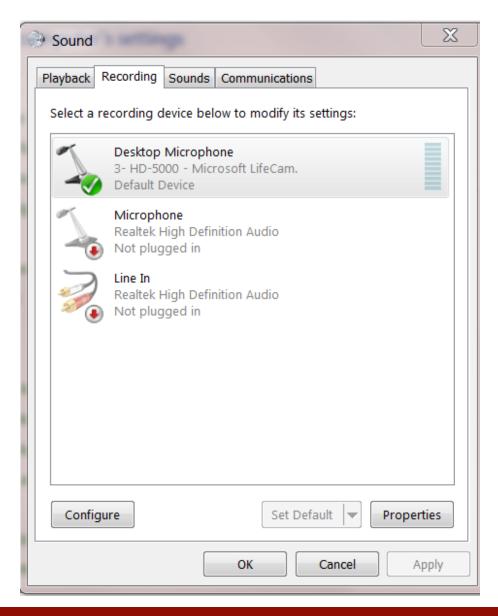


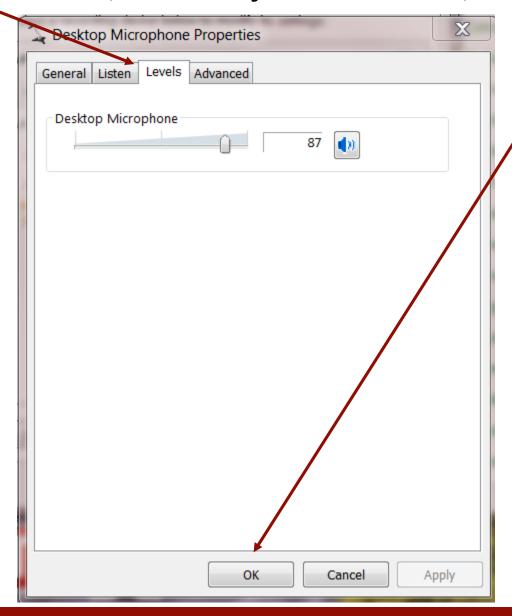
3. Click on "Sound"

4. Select "Recording" tab, then "Properties"



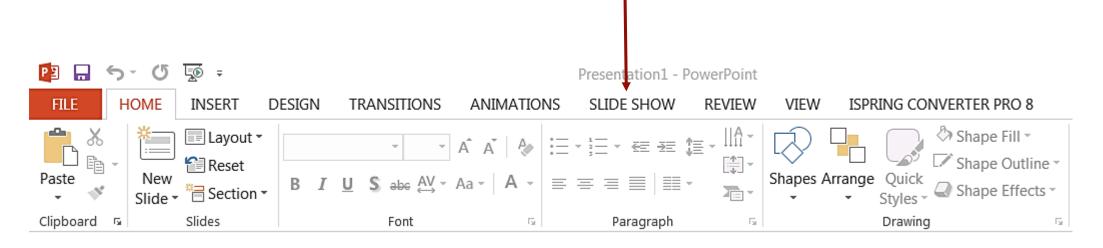
5. Select "Levels" tab, then adjust mic level, click "OK'



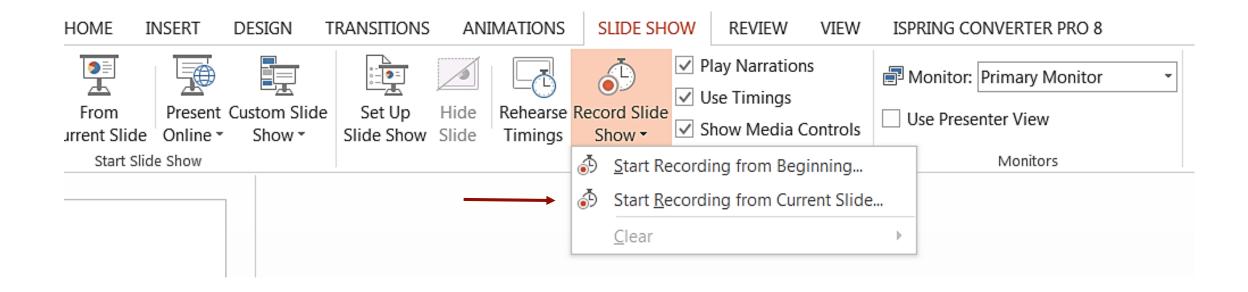


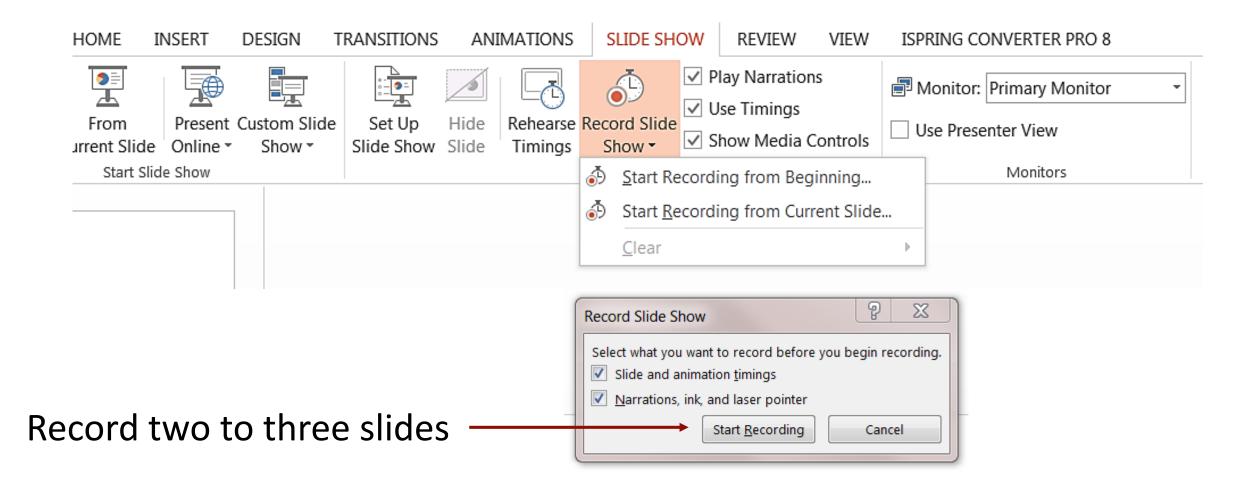
### Make a test recording

From your PPT menu bar, select the Slide Show tab



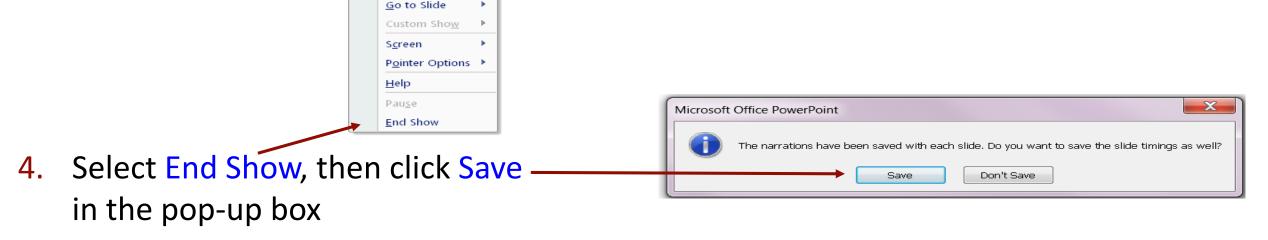
#### I make it a habit of selecting "start recording from current slide"





- 1. Speak at a conversational tone (but not monotone), give your introduction, and begin addressing the content of the first slide.
- 2. When you finish talking, pause for three to five seconds, then advance to the next slide (hit the space bar or down arrow key)
- 3. On the following slide, right click your mouse

Next
Previous
Last Viewed



5. Save your file with the name of the original presentation, but add "PPVO" at the end of the name so that you have one file with the commentary, and one without it

### Check your recording quality

Go to presentation mode and listen to your test slide(s)



## Tips for Effective PowerPoint Presentations (Holzl, 1997)

Use high-contrast colors for text and background and keep this consistent in your presentation

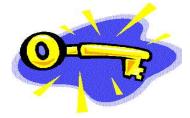
Use a sans serif font (such as Calibri) that is 36 point size for headings and 28 point for main text

For maximum retention, use predominantly lower case letters

Use sound, images, and/or video only if they augment the information you provide

Look for ways to provide "relevant learning cues"

Always be prepared for the unexpected



## Tips for PPT VO Presentations

Listen to DVD director's/producer's commentaries

Consider how these people introduce their commentaries and perhaps adopt a similar approach

Keep your tone conversational

Consider changing pitch, cadence, etc. > avoid becoming the "Muzak" accompaniment to the slide show (Craig & Amernic, 2006, p. 151)



## Tips for PPT VO Presentations

Consider including an image of yourself in an early slide and set the stage for the presentation as a whole, as well as its voice-over aspect.

## Introduction to PHTH 9112 Behavioral Science

- Syllabus
- Knowing your self... the first step to becoming a Doctor of Physical Therapy
- Knowing others... seeking to understand the individual, appreciating human diversity
- The therapist-patient relationship / communication
- Appreciating your patients as individuals





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Consider the module as a conversation with your student.

Refer to the listener in the singular as opposed to plural (establishes a more- 1:1 context)

## Feedback from Student Focus Groups

Record the content just as though you were delivering it in class

Treat it as a conversation with the student

Keep an eye on how long the class should be (a kind way of saying "avoid rambling")

Our distractions (knocks on door, ringing phone, e:mail alerts, etc.) are apparent during playback

# Keep an eye on length of recording (individual slides and overall presentation)

PPTVO seems to lend itself to "rambling"

In the slide-sorter view, PPT reflects the length of narration for each slide. Be thoughtful about how long each slide's commentary lasts.

 Listeners can re-play a slide, but only in newer versions of PPT (2013 and later) can they fast-forward through your commentary.

Keep an eye on the length of your entire presentation. If it's taking the place of an hour of class time, playing the PPT VO should take the same amount of time. Keep an eye on length of recording (individual slides and overall presentation)



When discussing illustrations/images know that the mouse/pointer movement won't be captured, so give any necessary verbal cues for the audience to know what part of the image you are describing

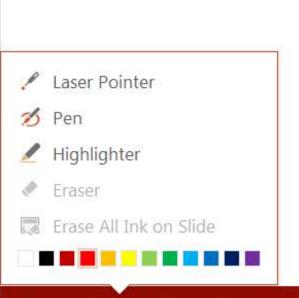
In newer versions of PPTVO (2013 and beyond) you can use the laser pointer to discuss images. Just check the "Narrations, ink, and laser pointer" box when recording.

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Using the ink-pen function also has its benefits.









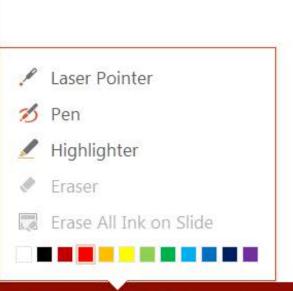








As does using the ink - highlighter function.









# The Beauty of PPT VO

Record and re-record until you get it just right (endless doovers)

Update the text on slides and not affect the commentary

Record individual slides and insert them into an existing presentation (sometimes consistency of audio is affected)

Reorganize slides without having to re-record (a plus in comparison to video capture)

## Pro's Con's

You can update any presentation by

- re-recording existing slide(s)
- changing text (without necessarily having to rerecord slide)
- adding new slides
- changing the order of the slides

Students can't take notes on the computer that is playing the PPT VO presentation unless they stop it to do so.

PPT VO files can be memory hogs / slow to download

Many students comment, "I just want to see your face."

#### **Updating PPTVO's**

When re-recording a slide in the middle of a presentation that already has a commentary:

- Prior to re-recording, duplicate the slide that follows the one that you are recording
- Re-record your commentary for the slide, pause five seconds, then advance to the next slide (the one that you duplicated)
- End the recording / slide show and save
- Delete the first duplicated slide
- You have effectively 'spliced' a new slide into the existing presentation

Always advance to the next slide before ending your recording

## **Additional Thoughts**

Think about crafting your presentations to have a long "shelf-life"

 Avoid comments about current events that will prove to be "old news" next year or the year after

Make yourself listen to an entire presentation all the way through at least once or twice.

- Critically assess your delivery
- Would you want to sit through your presentation?

Keep a mindful eye on not exceeding your normal lecture time. It's easy to meander through a PPT VO presentation.

## **Blended Learning**

The thoughtful integration of classroom face-to-face learning practices with e-learning experiences (Griffin, Mitchell, & Thompson, 2008)

A blended learning approach was equal in standing, and in some instances better, to a traditional lecture approach (Riffell & Sibley, 2005)



Converts PPTVO for playback on mobile devices

Allows students to take notes while listening to the VO module > PPT does not allow this — you have to stop the presentation to type your notes.

Can be streamed to smartphones and tablets with great ease and can be played anywhere.





#### Sage Advice

"The ease of preparation and distribution of information digitally does not always translate into enhanced student performance... No one delivery style is optimal for all content and contexts...intelligent use of PowerPoint... is recommended"

(Savoy, Proctor, &Salvendy, 2008, p. 866)

#### Alternatives to PPT



Highly visual

Illustrates spatial relationships — akin to concept maps (Novak & Gowan, 1984)

Can add voice-over, but have to do so via recording/saving sound clips and importing each one to individual slides.



Developed by the OU-Tulsa Schusterman Library (shout out to Toni Hoberecht and April Schweikhard!)

# PowToon – presents animated characters using "story telling"



So Everyone Can Animate





#### Create

Animated Videos & Presentations

It's FREE and it's awesome

START NOW

## Keynote: Mac's PowerPoint clone



#### Other presentation software:

Prezentit (free, easy to use, limited functionality, unreliable)

SlideRocket (excellent interface but pricey)

Haiku Deck (Prezi alternative for iPads)

RawShorts

Sparkol VideoScribe













PowerPoint is simply a tool.

You are the artisan.

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