

A QUICK GUIDE TO

Microsoft SPEAKER COACH

WHAT IS SPEAKER COACH?

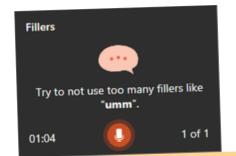
Speaker coach helps you prepare in private to give more effective presentations.

Speaker coach evaluates your pacing, pitch, your use of filler words, informal speech, euphemisms, and culturally sensitive terms, and it detects when you're being overly wordy or are simply reading the text on a slide. After each rehearsal, you get a report that includes statistics and suggestions for improvements.



REAL-TIME FEEDBACK

As you speak, coach gives on-screen guidance (in the lower-right corner of the window) about pacing, inclusive language, use of profanity, filler words, and whether you're reading the slide text.



REHEARSAL REPORT

Coach opens a Rehearsal Report that summarizes what it observed and offers recommendations. The report evaluates your pacing, pitch, your use of filler words, informal speech, euphemisms, and culturally sensitive terms, and it detects when you're being overly wordy or are simply reading the text on a slide.

Summary	Pace	Sensitive Phrases
Good job rehearsing! Keep up the hard work.	149	Consider avoiding these terms or phrases, which might offend some people.
2:43 4 slides rehearsed	you wontumin ten Your pace is just right! Keep it up!	blind-individual + individual with visual impairments
Originality	Your average pace over time	best man for the job \rightarrow best choice for the job
Try to avoid simply reading the slide. Here are the slides you might want to work on:	20 20 A M Aud . M	Learn More
		Fillers
Side 4	50 30 4	To sound more polished and confident, try to avoid using filler words. Pause or take a breath to relax. Some filler words to avoid are:
Learn More	040 120 200	You know basically
	Learn More	Learn More

REHEARSE WITH COACH

On the Slide Show tab in PowerPoint, select Rehearse with Coach.

The presentation opens in a full-screen view, similar to Slide Show.

Select Get Started at the lower right when you are ready to begin rehearsing.



Speaker Coach provides private, personalized insight into how you spoke during your meeting or presentation, as well as a summary afterwards.

In a meeting:

- To turn on Speaker Coach during a meeting:
- Select More options
- Select Turn on Speaker Coach.

Get an overview of how you spoke during your meeting or presentation after it ends with Speaker Coach reports.

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WHERE CAN I USE SPEAKER COACH?



ACCELERATE LEARNING WITH THE RIGHT <u>TOOLS</u>: FIND ADDITIONAL <u>QUICK GUIDES</u> TO GET STARTED

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