

# A QUICK GUIDE TO

# SPEAKER COACH

## WHAT IS SPEAKER COACH?

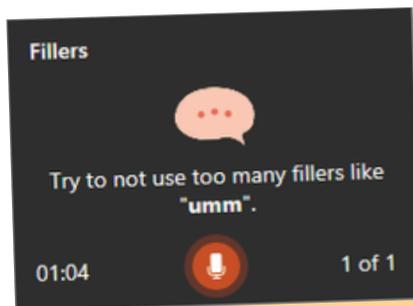
Speaker coach helps you prepare in private to give more effective presentations.

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.

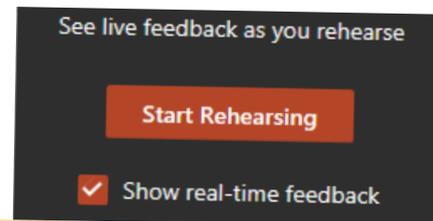


## REHEARSE WITH COACH

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

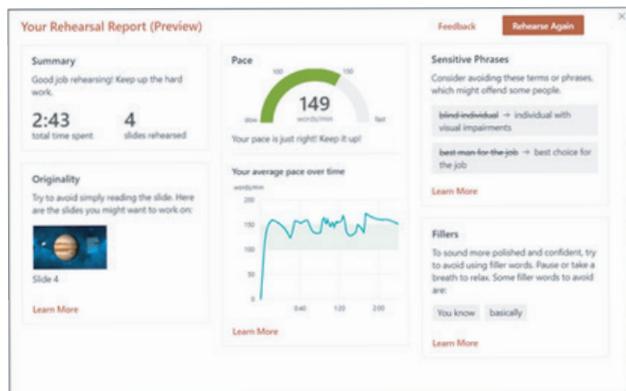
The presentation opens in a full-screen view, similar to Slide Show.

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



## 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.



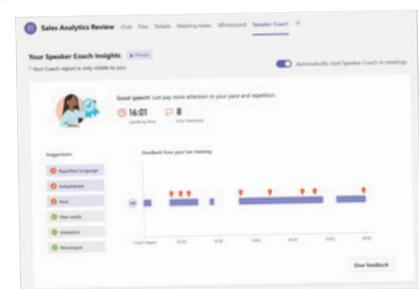
## USE SPEAKER COACH IN TEAMS

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.



WHERE CAN I USE  
SPEAKER COACH?



ACCELERATE LEARNING WITH THE RIGHT TOOLS:  
FIND ADDITIONAL QUICK GUIDES TO GET STARTED

LETSTALK@OLIVEFOREducation.IE