Suggestions for Inserting Questions into Your PowerPoint Presentations

Thank you for participating in the conference that you are preparing to deliver for the Department of Medicine and/or the Internal Medicine Residency Program. As part a greater effort to improve the educational value of conferences, the Department of Medicine has purchased a software and hardware package that enables speakers using Microsoft Powerpoint, to make certain slides in their presentations interactive with their audience. This includes creating slides that have questions embedded within them which can then be used to poll the audience for answers, showing the distribution of answers within the slideshow, and then revealing the correct answer, allowing the lecturer to assess the knowledge of their audience in order to emphasize teaching points within their talk.

We hope that you will find the following guidelines on how to insert questions into your PowerPoint presentation useful.

- Questions should be related to the medical topic being presented by the speaker.
- Questions should appear on one slide and should be contained within the title box, i.e. at the top of the slide.
- All slides with a question should have multiple possible answers in a text box below the question. The number of possible answers can vary but should be anywhere between 2 (like a “true” or “false” question as in Example #2 below) and 5 (like a typical multiple choice question, as in Example #1 below).
- Question slides may be positioned with the lecturers slideshow such that they function as a prelude to a topic about to be covered by the lecturer (for instance, to assess the audiences knowledge on a topic prior to going over the material). This can occur in the format of a case presentation with the questions slide following it, as in Example #1 below. Alternatively, questions on a particular topic may be placed after a particular topic has been covered in the lecturer’s presentation (for instance to review the audiences comprehension of a topic).
- We suggest that presenters have, on average, one question slide every ten minutes of their talk. So for example, a lecturer giving an hour-long talk should have about 6 question slides spread throughout their PowerPoint presentation.

Some examples of what question slides should look like are show below.
**Case Presentation**

Mrs. Adelman is a 45 year old woman who presents for her annual exam and describes changing menstrual cycles. Normally her cycles are 30 days apart; now they are 26 days apart. She has skipped one period. She has noticed that sex is occasionally uncomfortable. She would like her symptoms managed.

**What Would You Do?**

A. Tell her she is peri-menopausal by her clinical history and do no further testing  
B. Check an FSH  
C. Check thyroid functions  
D. Check FSH and thyroid function
Example #2:

For women who do not want to use Hormone Replacement Therapy, SSRI are generally the best alternative to managing post-menopausal vasomotors symptoms.

A. True
B. False