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The Advantages and Disadvantages of Using PowerPoint
in Teaching English Language

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Abstract

The researcher in this research focuses on the advantages and disadvantages of using PowerPoint in the classroom and how can it facilitate teaching English Language. In order to achieve the purpose of this study, the researcher put some hypotheses as follows: There are many obstacles in front of using PowerPoint in the teaching process, and there are no differences in student scores before and after using PowerPoint in the teaching process, the disadvantages of using PowerPoint in teaching process are more than the advantage of it, and the way the PowerPoint is designed has no effect on students' attention. To know the teachers' opinions about using the PowerPoint in teaching process, the researcher distributed a questionnaire to 20 female teachers who are working in RIYAD secondary schools to answer it. The researcher worked to encourage teachers to use PowerPoint in their classes. At the end of the study, the researcher put some recommendations to the teachers about using PowerPoint in the teaching process.

ملخص البحث

يركز الباحث في هذا البحث على إيجابيات وسلبيات استخدام برنامج PowerPoint في حجرة الدراسة وكيف يمكن أن يسهل تدريس اللغة الإنجليزية. ولتحقيق هدف هذه الدراسة وضع الباحث بعض الفرضيات كما يلي: هناك العديد من المعوقات أمام استخدام برنامج PowerPoint في عملية التدريس، ولا توجد فروق في درجات الطلاب قبل وبعد استخدام برنامج PowerPoint في عملية التدريس، إن عيوب استخدام برنامج PowerPoint في عملية التدريس أكثر من مميزاته، كما أن الطريقة التي تم بها تصميم برنامج PowerPoint ليس لها أي تأثير على انتباه الطلاب. ولمعرفة آراء المعلمين حول استخدام برنامج PowerPoint في العملية التعليمية، قام الباحث بتوزيع استبيان على 20 معلم من معلمي مدارس الرياض الثانوية

للإجابة عليه. وعمل الباحث على تشجيع المعلمين على استخدام برنامج PowerPoint في فصولهم الدراسية. وفي نهاية الدراسة قدم الباحث بعض التوصيات للمعلمين حول استخدام برنامج PowerPoint في عملية التدريس.

Introduction

PowerPoint is a technological tool and a new teaching method that is used to prepare electronic lessons in the teaching process. It's widely used around the world. It is simple and easy to learn how to use. Actually, PowerPoint has greatly changed the way of teaching which is considered as a paradigm shift in the history of teaching. It attracted students' attention and engaged them to be a part of the teaching process. But there are some teachers who have no trust in the technological methods, so Penciner (2013) comments: 'There is nothing evil about PowerPoint, just about the way PowerPoint is used.' PowerPoint is a tool; it is not pedagogy. With careful consideration, effective use of PowerPoint and other slide-ware, it can at least result in increased learner's satisfaction. Challenging the traditional paradigm of PowerPoint use and employing more relevant images with narration and less text may result in enhanced learning. To shed light on the advantages and disadvantages of using PowerPoint in the teaching process, the researcher in this paper used a questionnaire that she distributed to know the teachers' opinions about it. Finally, the researcher mentions some recommendations that could help teachers in preparing their lessons.

Problem of the Study

Using PowerPoint in teaching English Language, especially in schools is common in our society, so we decided to search and illustrate the advantages of using it as a new method of teaching besides the traditional method as well and to express when and how to use it.

Hypotheses of study

- There are many obstacles that stand in front of using PowerPoint in the teaching process.
- There are no differences in student's scores before and after using PowerPoint in the teaching process.
- The disadvantages of using PowerPoint in the teaching process are more than the advantages of it.
- The way the PowerPoint is designed has no effect on students' attention.

The purpose of the study:

The researcher want to

- Show the advantages and disadvantages of using PowerPoint in the classroom.
- Show how and when the teacher can use PowerPoint as a tool to explain the lessons.
- Show how much using PowerPoint can facilitate the teaching process.

To achieve these purposes, the present researcher distributed an electronic questionnaire sheet among 20 female Saudi teachers.

Limitation of study

- This study is limited to a sample of 20 teachers who are working in RIYAD Secondary Schools in Saudi Arabia..
- The study is limited to illustrating the advantages and disadvantages of using PowerPoint in the teaching English Language.

Definition of terms

- **PowerPoint:** A software package designed to create electronic presentations consisting of a series of separate pages or slides.
- **The traditional method of teaching:** is when a teacher directs students to learn through memorization and recitation techniques thereby not developing their critical thinking, problem solving and decision-making skills.
- **Classroom atmosphere:** is a vital component of teaching and learning that helps establish and maintain rapport between teacher and students, build motivation and confidence among the learners, and facilitate the processes of teaching and learning.
- **EFL:** English as a foreign language.

Literature investigation

According to El-Ikhsan (2010), using PowerPoint in the teaching English Language has many advantages and disadvantages. For the advantages. Firstly, using PowerPoint supports the teaching process and facilitates the material of presentation as well as helps teachers in teaching and illustrating all the information for students. Secondly, it is classified as one of the easier programs it is not hard to learn how to use it. Also, it allows the users to reflect on lessons and collect any changes. Thirdly, using PowerPoint improves students' motivation, attracts their attention, and encourages interaction between the teacher and the students. On the other hand, there are some disadvantages. Firstly, equipment failure, sometimes the projector does not work as expected, it's rare but possible. The solution here is to have alternative activities such as good preparation. Secondly, file corruption which means that the presentation won't run as a result of magnetic or physical damage. Thirdly, incompatible media which means the system that the teacher used during his /her preparation is not the same system in the school. In this case, the presentation will not run. The best solution is to be aware of the system to use the school's own laptop. Finally, PowerPoint is not like the teacher, it is unable to answer the students' questions immediately as the teachers do.

According to Samiei(2014), using PowerPoint is one of the new methods of teaching that the teacher can use to facilitate the learning process. Also, it enhances the learning process which provides a better understanding of the topic and motivates students. The idea of the use of technology in schools as a part of the teaching process is an interesting idea because all students nowadays use technology all the time. When the teacher uses it in the

class, she/he will find that all the students participate with her/him and the class atmosphere will change from a boring status into an energetic one. Finally, the use of technology in the teaching process has a positive effect on learners' scores.

The writer mentions that most of the teachers nowadays head towards using technological methods in the teaching process rather than the traditional way. That is because the Learners' level of learning is multiplied by using modern educational methods. As well as it gives the students the ability to search for and collect information in a short time and with less effort. PowerPoint is one of these modern programs that teachers use in different lessons because it facilitates the teaching process, attracts students' attention, and provides encouragement to students to participate with their teachers. (PowerPoint Is an Indispensable Educational Skill, 2013).

Zhao (2007: 333) states that she conducted a research among 17 teachers in order to investigate their experience and perspective on using technology in their classes besides the traditional methods. Most of those teachers were willing to use technology in the classroom and PowerPoint facilitates the teaching process and attracts students' attention more than in the traditional methods. However, they claimed to hold some technological courses to learn how to use and prepare effective and attractive lessons by using PowerPoint. To sum up, they expressed their readiness to use technology integration training, increase their use of technology in the classroom, as well as use technology in a creative way.

Plack (2014) mentions that PowerPoint is a tool that can be effective for both teachers and students. For teachers, keeping the teacher on task and helping the teacher to focus on the key points. But there are some rules that the teacher has to follow during his/her preparation

of the presentation which should be simple in the form of points, not include all the information and long sentences as well as add some images and graphics in order to enhance the learning and teaching processes and to engage students in.

The writers mention that PowerPoint is one of the technological methods in which the student can be more attracted as well as help her/him in understanding the information quickly. If we compare the technological methods with a chalk- board way, we will find that the students are faster in gaining information in a technological way than in the traditional one. But actually, the teacher should know when she/he can use PowerPoint lessons and which lesson needs the PowerPoint to explain because the excessive use of PowerPoint also may lead to boredom. To sum up, students can be motivated by the technological methods more than the traditional ones but the teacher should mix between the traditional method and the technological one. (Savoy, A. and Proctor, R. 2009).

Dewt (2006: 29) mentions that using PowerPoint as a part of the teaching process is a very interesting idea but there are some rules the teacher should follow to prepare an effective lesson. So, Dewt states five steps in order to prepare a wonderful PowerPoint lesson. Firstly, choose a solid color background which it does not distract students' attention like the glaring colors. Secondly, limiting content. In PowerPoint lessons, the teacher should select the important information and put it in the presentation not writing all the information that occurred in the lesson. Thirdly, avoid long sentences. Actually, one of the characteristics of PowerPoint is shortening. The teacher should choose the highlight and the important information to present and never write long sentences. Fourthly, do not use all capital letters. The capital letters have some rules to use as using the first letter in the sentence and so on. If

the teacher writes all the words in the capital letter as (WHAT), the students may misunderstand this sentence and face difficulty in reading. Finally, it includes images and graphics. The thing that attracts the students' attention in using PowerPoint is the use of pictures and images. Also, it facilitates the learning process and understanding well. To sum up, to prepare a professional PowerPoint presentation, the teacher should follow the previous steps.

According to the writer, traditional methods and modern methods have their own characteristics and importance. We cannot say that this type is suitable and that is bad. Each of them has its advantages and disadvantages. The modern is good in its period as well as the traditional is good in its period too. Actually, it depends on the teacher and how she /he uses the way of teaching. It's important to mention that it's not acceptable to use the same method all the time. The teacher should vary the method she/he uses. To conclude, both the traditional method and the modern method should be given equal importance. (Traditional Education Vs Modern Education, N. D).

Morris (2011) mentions his experience with using PowerPoint in the teaching process. Using PowerPoint is a good idea in class but the teacher should be careful when she/he uses it. Sometimes it leads to a change in the atmosphere of the class into fun and enthusiasm as well as attracts students' attention. But on the other hand, it kills the learning and communication in the classroom. When the teacher used PowerPoint during his/her class, she/he became the central point and all the teaching process became his/her responsibility, and the student's attention and sharing decreased. So you as a teacher have to know when you

can use PowerPoint, how to use it, and how many slides you should use. Actually, PowerPoint is a suitable method for teaching but not all the time.

Multani (N. D) states that using PowerPoint in teaching process is a double-edged sword that can be either a highly effective tool to aid learning or an obstacle that leads to disengagement and hinder learning. It has many advantages and challenges. For advantages, it include: increasing visual impact, improving students' focus, providing annotation and highlights, analyzing and synthesizing complexities, enriching curriculum with the interdisciplinary approach as well as increasing spontaneity and interactivity. Despite all of these advantages, there are several challenges that could create problems during using PowerPoint such as lack of feedback, students' inactivity, and all of the teaching process depends only on the teachers themselves.

Turk (1985: 112) states, "The value of teaching technology such as PowerPoint presentation depends on whether it's possible to demonstrate that the technology is able to deliver benefits for teaching and learning". Using PowerPoint during the teaching process depends on the way the teacher uses it. sometimes it can hold lots of benefits and other times not. The teacher should know when and how to use it.

Allan (2003: 13) States some common abuses in using PowerPoint for teaching and learning include:

1. Putting all the information and every detail in the lesson which led to a reduction in students' interactions.

2. Using long sentences that make the slide full of information reduces the clarity of the information and the presentation as well as reduces the students' attention.
3. Excessive use of graphics and images as much as she/he can.
4. Using the slide transitions which make irritating noises.
6. Not making a backup/ an alternative plan if the presentation fails to run.

Mottley (2003) states some good reasons to use PowerPoint in teaching and learning as the following:

1. The correct use of presentation can enhance the teaching and learning processes for both teachers and students.
2. It provides encouragement and support to the students to attract their teacher as well as facilitates the teaching process for both teachers and students.
3. It is easy to be a reference for students which helps them in studying.
4. It creates an atmosphere full of excitement and activeness inside the classroom.

According to Isseks (2011), to prepare an effective PowerPoint lesson, you have to plan your lesson like a story with a beginning, middle, and end. As well as put images that go along with what is being presented. Then, you must know that the effective presentation has no long texts, nor do they have flashing text and other annoyances. Also, there are some considerations that you must notice when you prepare your presentation to make sure that the presentation is effective which are: firstly, remove all the non-important points. Secondly,

don't waste time on fancy transitions and sound effects. Thirdly, keep the classroom lights on because teaching in the dark is not useful.

Elsayed (2020) states, "In fact, presentations have many advantages within the class, which are the continuous communication between the student and the scientific content, attract the attention of students, and clarify the scientific content for the student. It may reduce the student's scientific imagination".

Caputo (2002: 5) states that technology is an important part of the teaching process. Most teachers nowadays prefer to use it more than the traditional methods. But they also have a wrong idea about using PowerPoint and preparing it wrongly. So, the writer mentions Four pointers to effective use of PowerPoint in teaching. Firstly, have a specific purpose. The teacher should use PowerPoint in specific classes such as these lessons that need to use some images, conceptual maps, and tables to be clear. So, it's not correct to use PowerPoint in all classes because it leads to boredom. Secondly, consider the atmosphere which means keep all the atmosphere in the classroom conducive to learning by taking steps to avoid discouraging interactivity. Sometimes the teacher turns off the light in the class to make students see better but unfortunately, this thing is not correct because it reduces students' motivation and makes them finally sleep. Thirdly, limit content. The teachers should limit the content and try not to use long sentences as well and she/he should skip all the intimate details. she/he should put all information as points. Fourthly, maintain context. To maintain context, the teacher should outline the class discussion and carefully develop the transaction between ideas, not the slides.

Benefits Of Using PowerPoint In Classroom (N. D) states some benefits of using PowerPoint in the classroom which allows teachers to:

1. Present information about the instruction to the entire class.
2. Create graphically enhanced information for the learning centers.
3. Create reviews or quizzes for students.
4. Allows teachers to be creative with activities such as a) flashcards. b) portfolios. c) autobiographical stories. d) music classes.

Penciner (2013) comments:

There is nothing evil about PowerPoint, just about the way PowerPoint is used. PowerPoint is a tool; it is not pedagogy. With careful consideration, effective use of PowerPoint and other slideware can at least result in increasing learner's satisfaction. Challenging the traditional paradigm of PowerPoint use and employing more relevant images with narration and less text may result in enhanced learning.

According to Cruz (2012), both traditional ways and modern methods are effective ways in the teaching process. It's not right to use PowerPoint all the time as well as use the same traditional method. Teachers have to vary the way of teaching from one time to another. Each way has its advantages and disadvantages. The traditional method has many characteristics such as limiting the class activity within the four walls of the classroom, answering the "what" learning which includes the memory work as well as question-answer methods, the instruction is a subject matter and the teacher is the central point in the teaching

method. Even with all the previous things, we won't be able to leave the traditional method. Secondly, using PowerPoint in teaching also has many characteristics such as: allowing more extraordinary student participation in the activity not depending on the teacher only as in the traditional way, giving the students chances to develop their creativity and be more active in the class, emphasized the "Why" and "How" of learning which encouraging students to do the explanatory work and the class is student-centered and multi-faceted.

Emmanuel (N. D) states some benefits of using PowerPoint in the classroom as the following:

1. It gives a summary of the whole class.
2. It emphasizes the main points.
3. It can be enhanced by using animation, sound, graphics, and so on.
4. It attracts student's attention and engages them in the teaching process.
5. It can be used to prepare organized lessons.

Methodology

Data collection

In order to collect data, the researcher used a "questionnaire" (See Appendix 1), she prepared and sent it on the Internet to 20 female English teachers who work in RIYAD Secondary Schools. The questionnaire included one "yes or no" question which contained 7 clear and short items that showed some of the teachers' opinions about using PowerPoint in

teaching English Language. This questionnaire was well prepared to answer about the hypotheses more clearly.

Samples

The researcher prepared the electronic questionnaire and sent it on the Internet to 20 English Language teachers who work in RIYAD Secondary Schools. The age of the teachers was between 28 to 35 years. All of the selected teachers were Saudi. The way that the researcher chose the sample was random. The researcher did not collect any private information about the teachers like names or mobile numbers. Everything was done in a secret way.

Procedure

In August 2023, the researcher selected randomly 20 female English Language teachers as a sample of her research paper. After preparing the questionnaire on the Internet via Google Drive, the researcher started sending it to the selected sample. The questionnaire aims to know and investigate the teachers' opinions about using PowerPoint in the teaching English, its advantages and disadvantages, when and how to use it as well as its effects on students and the teaching process. After that, the researcher started collecting the data from the questionnaires; she discussed the results and put the final recommendations.

Analysis, Results, and Discussions

After receiving all questionnaires, the researcher started collecting data as she received 20 electronic questionnaires from 20 teachers. The researcher herself analyzed the collected data and found the results by using a suitable way and test.

The results were as follows:

Question No.	Yes	Percentage %	No	Percentage %
1	7	35%	13	65%
2	15	75%	5	25%
3	10	50%	10	50%
4	10	50%	10	50%
5	17	85%	3	15%
6	15	75%	5	25%
7	13	65%	7	35%

The first question in the questionnaire tested teachers' attitudes toward using PowerPoint in their classes. As we can see in the former table, 35% of the participants responded “yes”

while 65% responded “no”. That means most of the teachers don’t use it. We found that this result was the same as we predicted previously.

75% of the participants responded “yes” while 25% responded "no" to the second question.

This indicated that Using PowerPoint in teaching English is a good idea and has good advantages. This is considered a strong point that supports our study.

In the third question, 50% of the participants responded “yes” and 50% responded "no". This indicated that using PowerPoint does not necessarily have a good effect on the student's scores and that the student's thinking and studying are the two things that can change the student's score not the way of teaching.

In the fourth question, 50% of the participants responded “yes” and 50% responded "no".

This is the wrong idea that the teachers have. It's not correct to say this method is suitable and that it is bad. Actually, you have to mix both methods each one has its own advantages and characteristics.

85% of the participants responded “yes” while 15% responded "no" to the fifth question. This indicated that most of the teachers agreed with the researcher on this point. "See the previous point".

75% of the participants responded “yes” while 25% responded "no" to the sixth question.

This indicates that one of the advantages of using PowerPoint in the classroom is that the teaching process becomes a cooperative process and engages the students to be a part of the teaching process.

In the seventh question, 65% of the participants responded “yes” and 35% responded "no".

This indicates that PowerPoint is an effective tool which is attracting students' attention. This is a strong point that can support our study.

Discussion

In this study, the researcher wants to show the advantages and disadvantages of using PowerPoint in the classroom to teach English in order to convince teachers to use the technological method in their classrooms. At the same time, they also want to show how and when the teacher can use PowerPoint as a tool to explain the lessons. It's not right to use PowerPoint all the time, there are some lessons that need PowerPoint like the lessons that include charts, shapes, and so on. The way of using PowerPoint is also important and the teacher should follow some steps in order to prepare a good lesson such as choosing a solid color background, limiting content, avoiding long sentences, and not using all capital letters, including images and graphics. Then, the researcher wants to illustrate how much using PowerPoint can facilitate the teaching process that it attracts students' attention and engages them to be a part of the teaching process. The researcher in this study wants to convince teachers to use PowerPoint in their classes as it is a tool that can facilitate the teaching process. The researcher achieved her study goals and thus appears by her hypothesis proves that the advantages of using PowerPoint are more than its disadvantages, The use of PowerPoint can affect students' scores that the students were attracted in PowerPoint lessons more than in the

traditional methods, as well as the way the PowerPoint lesson designed in also has a powerful effect on student's attentions.

The current research results are similar to the results of the previous studies in which both discuss the same advantages and disadvantages of using PowerPoint in the teaching process. But what makes this study distinctive is the techniques and tips that the recent study focuses on, unlike other studies.

Conclusion

In this study, the researcher illustrate the advantages and disadvantages of using PowerPoint in the teaching process generally and teaching English specially. Also, they show the obstacles that stand in front of using PowerPoint in the teaching process. In the current study, the researcher uses a questionnaire to investigate what she wants to study in her research. The questionnaire was consists of seven yes/no items which the participants were supposed to answer. By analyzing the questionnaire, the researcher identifies the advantages and disadvantages of using PowerPoint as well as when and how to use it.

Suggestions and recommendations

In the light of these results, the researcher can add some important recommendations that could fit this study and help teachers while using PowerPoint:

- 1- Put an alternative plan to your lesson when you intend to use the PowerPoint in order to be ready if there is something wrong happened.
- 2- Try to use pictures, videos, and music in order to attract students' attention.
- 3- You have to take a technological course in order to know how to use PowerPoint in your classes.
- 4- Mix between both the traditional methods and the technological one.
- 5- Try to design your PowerPoint lesson in an attractive way.

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Appendix

PowerPoint is a software package designed to create electronic presentations consisting of a series of separate pages or slides.

This questionnaire is a tool that the researcher used in order to investigate and know the teachers' opinions about using PowerPoint in The teaching English Language.

Statements/ Questions	Yes	No
1- Do you usually use PowerPoint in your classes?		
2- Do you think that using PowerPoint in the teaching process can enhance it?		
3- Do you think that using PowerPoint in the teaching process has a positive effect on learners' scores?		
4- Is the technological way better than the traditional method?		

5- Mixing between both traditional methods and technological ones is better than focusing on one method all the time.		
6- Using PowerPoint in the classroom makes the teaching process cooperative.		
7- Students can be more attracted in the PowerPoint lessons.		