

How to Make an Effective Presentation

1

The 3 P's

- Preparation
- Practice
- Performance

2

Before You Begin

- Determine the following:
 - Type of Presentation
 - Composition of the Audience
 - Time Allotted
 - Expectations for Information Content

3

Design each visual to make one major point or theme

- State the main idea
- Follow with bulleted support

4

Use Creditable Sources

- Be careful of the internet
- State your references

5

Keep your slides simple, neat and uncluttered.

- Spread elements out
- Use large text and images

6



Limit the number of words

- Use about six to eight words per line
- No more than five to seven lines per slide
- Make statements concise

7



Use large, bold letters

- Use one font, upper- and lower-case letters
- Use sans serif font not serif
 - Century Gothic
 - Times New Roman

8



Diligently copy, edit, and proofread

- Use consistent grammar and punctuation
- Double-check data

9



Write titles that read like headlines

- One specific idea or point per slide
- Don't use passive voice


10



Highlight key words and graphics.

- Use colors, size or text effects for special emphasis only
- Don't mix type faces

11



Don't mix horizontal and vertical formats.

- Use only one format
- Horizontal format is preferred


12



Use colors sparingly

- Don't overdo it
- Use colors to highlight and differentiate
- Use light text against dark background for large distances


13



Don't "over design"

- Use pre-designed templates
- Keep designs simple


14



Important elements

- Rate
- Opening
- Transitions
- Conclusion
- Length


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Remember the 3 P's?

- Preparation
- Practice
- Performance

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References

- University of Kansas
- Bartleby index of quotes

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