



Xi'an Jiaotong-Liverpool University  
西交利物浦大學

# Creating Effective PPT



Dr. TING Tiew On  
Lecturer,  
Xi'an Jiaotong-Liverpool  
University



# Outline

- |   |                 |   |                    |
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| 2 | Slide structure | 6 | Graphs             |
| 3 | Fonts           | 7 | Spelling & Grammar |
| 4 | Colour          | 8 | Conclusions        |



# 1. Outline

- Presentation Title must be specified in the 1<sup>st</sup> slide
- Outline should be on 2<sup>nd</sup> slide
- The headings on the outline should be similar to the relevant slides.
- Follow the order of your outline during the presentation



## 2. Slide Structure - Bad 😞

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

## 2. Slide Structure – Good 😊



- Avoid long sentences, use key words and short phrases only
- Write in point form, not complete sentences
- Each point should not exceed 3 lines
- Include 4-5 points per slide



## 2. Slide Structure – Good 😊

- Show one point at a time:
  - Will help audience concentrate on what you are saying
  - Will prevent audience from reading ahead
  - Will help you keep your presentation focused



### 3. Fonts - Bad 😞

- If you use a small font, your audience won't be able to read what you have written
- CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ
- **Don't use a complicated font**
- Avoid spaced font (Courier)



### 3. Fonts - Good 😊

- Use different size fonts for main points and secondary points
  - the title font is 36-point
  - the main point font is 28-point
  - The secondary point font is 24-point
- Use a standard font like Arial





## 4. Colour - Bad 😞

- Using a font colour that does not contrast with the background colour is hard to read
- Using colour for decoration is distracting and annoying.
- Using a different colour for each point is unnecessary
  - Using a different colour for secondary points is also unnecessary
- Trying to be creative can also be bad



## 4. Colour - Good 😊

- Use a colour of font that contrasts sharply with the background
  - Eg. blue font on white background
- Use colour to emphasize a point
  - But only use this occasionally

## 5. Background – Bad ☹️

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use





## 5. Background - Good 😊

- Use backgrounds such as this one that is attractive but simple
- Use background which contrast with the text
- Use the same background consistently throughout your presentation



## 6. Graphs

- Use graphs rather than just charts and words
  - Data in graphs is easier to comprehend & retain than is raw data
  - Trends are easier to visualize in graph form
- Always title your graphs

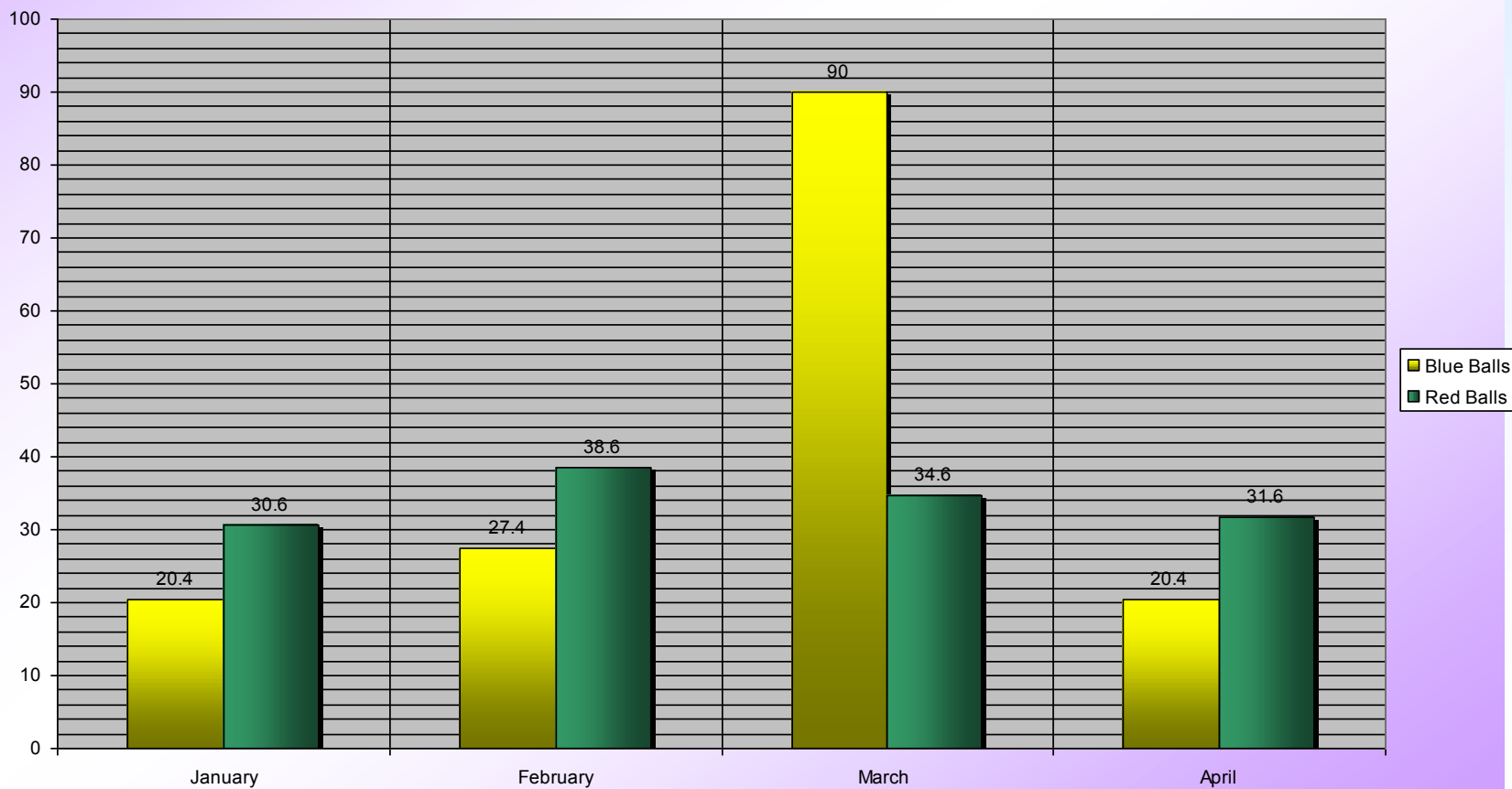


## 6. Graphs - Bad 😞

	January	February	March	April
Blue Balls	20.4	27.4	90	20.4
Red Balls	30.6	38.6	34.6	31.6



## 6. Graphs - Bad 😞





## 6. Graphs - Bad 😞

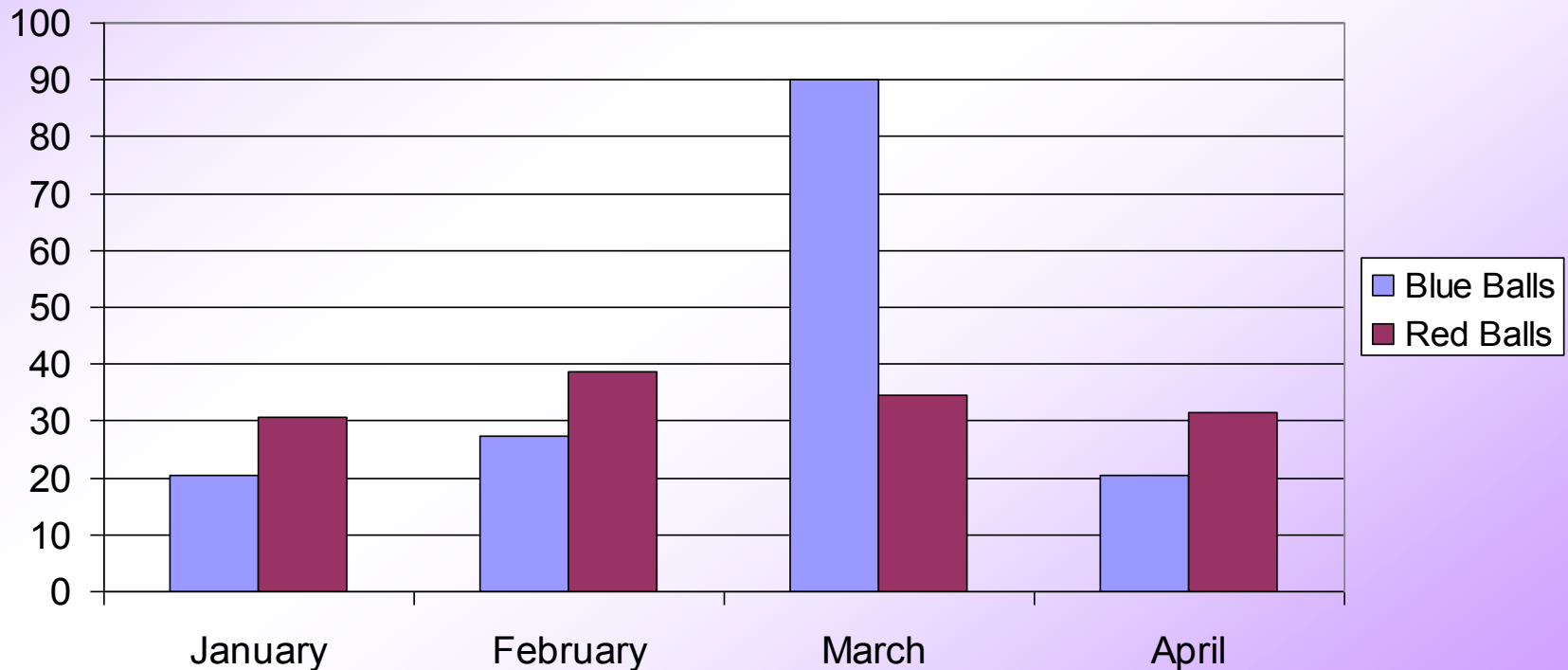
- Minor gridlines are unnecessary
- Font is too small
- Inappropriate colours
- Title is missing
- Shading is distracting





## 6. Graphs - Good 😊

**Items Sold in First Quarter of 2002**





## 7. Spelling and Grammar

- Proof your slides for:
  - Spelling mistakes
  - The use of repeated words
  - Grammatical errors you might have made
- Read your slides over and over again
  - Many times errors are still present



## 8. Atheistic Outlook

- Incorporate movie and sounds to make your ppt more attractive
- Add slide transition effects for every slide
- Number your slide such as 1/20 so that audience can expect when you will stop
- Include the main title on the footer on each slide



## 8. Questions and Answers

- Provide a visual aid during question period
- Invite your audience to ask questions
- Avoid ending a presentation abruptly



## 8. Conclusion

- An effective PPT comes from combination of many factors
- The use of multimedia component will make the slides more lively