

PowerPoint Presentation Tips

- Use different colors (text or backgrounds) to indicate who the primary speaker should be. For example, partner #1 could say all the text in blue and partner #2 could say all the text in white.
- Use bulleted text and short phrases on your slides. Save your full text for notecards (if necessary). Use a large font so that your audience can read the slide.
- Include at least one relevant image on each slide.
- Plan (and practice!) to spend about 30 seconds to one minute on each slide. If your slides run over, break them up. If you move through them more quickly, combine slides (and edit your text as necessary).
- Do not use animation, sounds, or slide transitions.
- As you speak, move away from the slide so that the audience looks at you and not the screen. When you want to direct their attention to something on the slide, point towards it so they know to look at the screen.
- Have someone else run the computer. Say “next” or “next slide” to cue them to press the space bar. Say “back” to have them press backspace.
- Your slides, as mentioned above, should not have a lot of text on them. However, what you say should be more detailed than the slide. For example, if your slide says “net force direction = acceleration direction”, don’t just say those words – use that as a prompt to give a more detailed explanation of how the direction of net force and the direction of acceleration are related.
- Speak loudly and clearly.
- Don’t read from the slide – look at it to direct your audience to the next point, then look away from the slide and give your explanation to the audience.
- Make sure your color scheme is readable – background colors should be relatively neutral; text colors should not be obscured by photos, pictures, or background colors. It is a good idea to restrict your photos or pictures to one part of the slide and have your text on a neutral background on another part of the slide.
- Make sure to look at your audience, not your slide or your notes, while you speak.
- Write out a word-for-word script of what you plan to say. Don’t read from this during your presentation – the purpose of doing this is so that you have had an

opportunity to go through your entire presentation and make sure you are knowledgeable and have your thoughts composed for each slide.

- Use notecards ONLY if necessary to help you if you panic or lose track of where you are.
- Rehearse your presentation at LEAST 3 times!