

Module: Designing an Effective Presentation: Additional Information

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1.	Tip The audience's attention span reduces as your presentation proceeds. So, organise your points from the most important to the least.
2.	Tip Focus on essential information for the presentation.
3.	Tip Keep your slide simple. It is often more effective than an elaborate one.
4.	Tip A mixture of upper and lower case letters on your presentation slide is easier to read quickly and accurately.
5.	Tip Ensure that the text, image and illustrations on your presentation slides are visible from a distance of at least 1.8m. This way, you maintain the audience's interest throughout your presentation.
6.	Tip Keep the visuals in your presentation simple – the audience should be able to get the points conveyed within the first 5 seconds after the slide is shown.
7.	Tip Give credit by citing the source of information, data or figures you extracted from other sources.
8.	Tip Avoid turning off the projector during the presentation as you will have to wait for it to warm up when you need to use it again. This may cost precious time in your presentation.
9.	Tip Avoid projecting a blank white or black slide during your presentation. The projection on the screen can be too glaring or too dark for your audience.
10.	Tip If you need to shorten your presentation to fit the allocated time, speaking quickly is not a good idea as the audience may not be able to grasp what you are saying.