

Tips for a good slide presentation:

- 1. Keep it simple.** Each slide should have only 4-6 bullets. Font needs to be easy to read and large enough to be easily read from the back of the room. Avoid lengthy words. Bullets should be short and concise. No need for complete sentences. You just want the idea there to remind you what you are going to talk about. Use bullets, not paragraphs.
- 2. Don't be distracting.** Too many pictures are distracting. Slides that are too busy are distracting. Too much animation is distracting. Too much audio and video can be distracting. Different slide backgrounds for each slide is distracting.
- 3. Good content.** Remember the important part of a presentation is the content. You are trying to share information with your audience. Make it interesting but make sure you have good information. Information is more important than bells and whistles.
- 4. Make it interesting.** A slide presentation is meant to be visual and interesting. People will be listening to you talk and looking at your slide. Color and pictures help to draw people's attention. But be careful, there is a fine line between interesting and busy. Too many pictures are distracting, not enough pictures is boring. Use quality high resolution photos where it will enhance and add to your presentation.
- 5. Keep the flow.** Use the slide sorter to make sure your slides are ordered in a way that the presentation has a smooth flow. Try not to jump around. Pretend you are the audience and see if your slide show makes sense and flows well. You can move the slides around with the slide sorter to try out different orders.
- 6. Be prepared.** Remember that this is a presentation so you will be standing in front of your audience and speaking about your topic. Don't face the board and don't read your bullets. Face the audience and have note cards if you need them. Practice presenting and know what you want to say for each slide. For many people, having the note cards gives you confidence. In case you forget what you wanted to say, you can refer to your note cards.
- 7. Use the microphone.** Since this is a presentation, it is very important for the audience to hear you clearly. It's hard to speak loudly enough for the whole room to hear so use the classroom microphone. Speak slowly and clearly. Take your time.