

# **POWER POINT PRESENTATION** – Avoiding the Pitfalls

## Outline

- Make your 1<sup>st</sup> or 2<sup>nd</sup> slide an outline of your presentation.
- Follow the order of your outline for the rest of the presentation.
- Only place main points on the outline slide.

## Slide Structure

- Use 1 – 2 slides per minute of your presentation.
- Write in point form, not complete sentences.
- Include 4 – 5 points per slide.
- Avoid wordiness: use key words and phrases only.
- Show one point at a time:-
  - Will help audience to concentrate on what you are saying.
  - Will prevent audience from reading ahead.
  - Will help you keep your presentation focused.

## Fonts

- Use a least 18 point font
- Use different size fonts for main points and secondary points.  
e.g. main font 28, secondary 24 and title 36 point.
- Use a standard font like Times New Roman or Arial

## Colour

- Use a colour of font that contrasts sharply with the background.  
E.g. blue font on white background.
- Use colour to reinforce the logic of your structure.  
e.g. light blue title and dark blue text.
- Use colour to emphasise a point – but only use this occasionally.

## Background

- Use backgrounds that are attractive but simple.
- Use backgrounds which are light.
- Use the same background consistently throughout your presentation.

## Graphs

- Use graphs rather than just charts and words.
- Always title your graphs.

## Spelling and Grammar

- Proof your slide for:-
  - Spelling mistakes.
  - The use of repeated words.
  - Grammatical errors you might have made.

## Conclusion

- Use an effective and strong closing.
- Use a conclusion slide to:-
  - Summarise the main points of your presentation.
  - Suggest future avenues of research.