



Tips for Building and Giving Presentations

Building the Presentation

- Don't overuse multimedia effects. Too much sound, animation, or video can be distracting. Use animation to highlight key points or to illustrate change.
- Format text to maximize readability. Use no more than two different typefaces.
- Left align - don't center- lists and bullet points.
- All cards should be simple. Keep bullet points short – no more than six words per item. Use no more than six bullet points per slide.
- Don't use all caps.
- In a darkened room choose a light colored type on a dark background. White or yellow on dark blue works well. In a well lighted room use dark text on a light background.
- Keep the same colored background throughout the presentation.
- Emphasize key points. Order points by order of importance – most important first.
- Title each slide.
- Use graphic symbols where possible to show ideas.
- Use lots of white space on screen.
- Use the same verb tenses, same voice for verbs, same cases, and same number.
- Avoid hyphenation as it interrupts the continuity of the message.
- Proof read carefully.

Giving the Presentation

- Try your presentation before: REHEARSE.
- Know your subject.
- Add any missing information.
- Print out a summary of the presentation and/or create speaker notes.
- Be organized.
- Don't use jargon.
- Stand beside the monitor, not in front of it.
- Talk to your audience, not the monitor.
- Encourage questions.
- Maintain eye contact.
- Tell the audience what you are going to tell them
- Tell them.
- Tell them what you have told them.
- Vary your speaking volume.
- Add body language. Don't hide your hands or point at the audience.
- Don't read your presentation.
- Relax! You'll be fine.

<http://www.lpb.org/opom>