What Makes an Effective PowerPoint Presentation?
Avoid using PowerPoint as a script

- Although your visual aids are a useful aide memoir for you, you need to consider your audience's needs when you are designing them. Don’t use PowerPoint as a script! This often results in slides being overloaded by text, which is too dense and too small for the audience to easily read. Ideally font size should be 24 points and above. The audience can read faster than you can speak so, if you are reading directly from your slides, they’ll be ahead of you and wondering why you didn’t just e-mail them a copy of your slides! As you are preparing your PowerPoint presentation think about how it relates to what you are saying and what you intend the audience to learn from each slide. As you are presenting draw their attention to the relevant information on the slide.

Proof Read to Check Spelling & Grammar

- Proof-read careful to avoid smelling mistakes and incorrect grammar?
Font and Transition

• If you use a small font, your audience won’t be able to read what you have written.

• **CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ.**

• Don’t use complicated / distracting transitions.

• **Don’t use a complicated font.** Stick to sans serif fonts (without twiddles) like arial, verdana and tahoma.
Using Colour

• Using a font colour that does not contrast with the background colour is hard to read.
• Using colour for decoration is *distracting* and annoying.
• Using a different colour for each point is unnecessary.
  – Using a different colour for secondary points is also unnecessary.
• Trying to be creative can also be bad.
Images

- Explain your use of images. Random images that have no obvious relationship to what you are saying are distracting.

- Do you need sound effects?
Avoid backgrounds that are distracting or difficult to read from.
Always be consistent with the background that you use.
Avoid using PowerPoint for small and intricate diagrams

This would be better given as a handout.

Source: http://tangentsoft.net/wskfaq/articles/bitmaps/state-diagram-small.gif
PowerPoint is ideal for presenting complex diagrams in stages.
Reference in the same way you would in a written assignment

- **Citation**: Freeloading means individuals, believing that their contributions will not be valued, contribute less effort to achieving goals when working in a group than if they were working alone (Kerr, 1983).

- **Direct Quoting**: “Most effective speakers are flexible, able to adapt the manner of their speaking to the particular context” (Stott, Young & Bryan, 2001:3).

Add notes relating to each slide below that slide (like this example) and print them out by choosing the ‘Notes Pages’ option from the Print dialogue box! You can then use these notes to practise.
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