

TIPS FOR PRESENTING WITH POWERPOINT

- Try to visit place/room you will be presenting in beforehand so you can picture where you will present from and where the audience will be.
- Prepare as much as possible to keep nerves down
- Rehearse your presentation in front of others and try not to skip through anything as these will be the bits that go wrong on the day.
- For larger audiences try to focus on a point at the back of the room just above the audience's heads.
- When presenting to a small group eye contact and body language say a lot about your presentation and confidence.
- Try to interact with your audience e.g. ask questions, let them sample something if this is required
- Use the powerpoint slides just as prompt cards rather than just reading straight off them.
- Vary the tone of your voice during the presentation.
- Make sure you know your subject by thorough research.
- Include diagrams in the presentation. They are excellent for those who perceive information graphically.
- Less is more! Cut cut cut! Remove points that aren't absolutely necessary.
- When making/choosing a PowerPoint template use an uncluttered background, content should be the most interesting thing not the background.
- Use the same simple transitions until you want to highlight a break point or underline a change in thinking.
- Structure your slides appropriately so there are no individual slides shown in isolation.
- Avoid slides that are full of data.
- Use one font or a maximum of two.
- Be aware of contrast. Colours that go together and those that don't. For example green on red usually doesn't work although dark blue on yellow does.