

Tips for PowerPoint Presentations

- **Stick to the basics**

Don't clutter up your PowerPoint by overusing text. Instead of putting everything you will say on the slides, consider putting just the important points that support your thesis. A basic rule is to never have more than three full sentences of text unbroken.

- **Less is more: avoid cluttered designs**

Avoid adding excessive clip art, images, or transition effects. Adding some images to the slides can be helpful, but don't let them take away from your speaking presentation. Also, having too much clip art or using flashy transitions can sometimes seem childish.

- **Make the wording clear enough to see**

Use a clear, large font like Calibri or Arial – nothing too frilly -- so even the people in the back can read your slides easily. Again, it's important to limit the information on each slide so the font size doesn't become too small.

- **Keep a constant wording style**

In each bullet point, make sure you follow the same wording format. If you use full sentences for your first point, do the same for all the rest. If you capitalize the first word of one point, do so for all the rest.

- **Proofread!**

Avoid having an embarrassing spelling or grammar mistake show up during your presentation by proofreading your PowerPoint carefully.

by Patrick Kennedy, Presbyterian College Writing Center tutor

Presbyterian College Writing Center tutors can help you work on your presentation slides.

- Reserve a writing conference at <https://presby.mywconline.com>

Links

- Making Informative Speeches
<http://writing.colostate.edu/guides/guide.cfm?guideid=52>
- Poster sessions <http://writing.colostate.edu/guides/guide.cfm?guideid=78>