

Tips for an Effective Presentation

- Three keys to effective visuals are visibility, simplicity and clarity
- Know your information, be prepared and practice your presentation
- Proofread the materials you present and have someone else proofread, you will overlook mistakes
- Dress professionally
- Have eye contact with audience
- Arrive before it is time to present and check out equipment, get connected and practice
- Always have back up in case there is no equipment or equipment fails to work
 - Make transparencies
 - Email presentation to yourself
 - Check for compatibility with software versions
 - Pack and Go presentation (if PowerPoint Presentation)
 - Bring your own equipment
 - Handouts
 - Call prior to presentation to check on equipment and software
 - Ask how many participants
- What kind of equipment?
 - Laptop with same software version of PowerPoint
 - Data projector
 - Overhead projector
 - Screen
- Know how to use equipment prior to presentation, if possible. If not check to see if a computer technician can be there
- Be consistent throughout presentation
- Text titles should be same font and size
 - Use upper and lower case for body text
 - Use larger font size for easy reading (14 points and up)
 - Choose simple Typeface (Helvetica, Arial, Times, Calibri or Century)
- Try not to read whole presentation, make note cards with important information to remind you to talk about them
- Make it readable
- Text should be at least ¼" high
- Smallest image should be 1" inch high for every 30 feet of viewing distance
- Images inserted should be scanned larger than needed and reduced down
- Scanned images should be 75 dots per inch
- Make sure graphics pertain to information
- Face images into the page, it leads audience into presentation
- Use content language suitable for audience (adults, children, or teenagers)
- Use bulleted list, helps with being concise

- General Rule: Six lines and six words per line per slide
- Limit animation and sound
- Slide animation should be consistent for each slide
- KISS – Keep it short and simple - Use only key words and phrases
- Don't just add numbers - put them into charts and graphs for effectiveness
- If you have too much information, charts or graphs, present it as a handout
- Add color for attention and impact
- Employ contrast to improve legibility
- Use dark background for white or yellow lettering
- Highlight important ideas with **bold** or *italics*
- Find a way to involve audience into your presentation, ask questions, ask for volunteers to help, and always add a little humor