Suggestions for Preparing In-Class PowerPoint Presentations
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The point of the presentation is to teach the class about your topic as well as to display your knowledge of the topic and your presentation skills.

If your classmates and the instructor will be completing a presentation feedback form, make sure you know what criteria are included on the form and how you will be graded.

Suggestions:

- If you would like feedback on your PowerPoint before your presentation, send a copy to the instructor a few days before your presentation day;
- Proofread your slides carefully, and have someone else proofread as well. Make sure the format is consistent on all slides;
- Plan an *opening* that will *attract attention* to your topic and presentation, stimulate audience curiosity, and engage the audience;
- Use *transitions* between each section of your presentation so the audience can easily follow the movement from one topic to the next (e.g., "now that I've discussed the methodology, I'll summarize the results of the study");
- Plan a *conclusion* that will bring closure to your presentation;
- Keep PowerPoint slides *brief* (although you may include lots of slides), using *key words and short phrases in a telegraphic style* rather than complete sentences—no more than *about a dozen lines per slide* using *at least 24 point type*;
- Make sure color schemes for slides allow text to be easily read. Avoid pastel colors for lettering;
- Use lists, tables, charts, and graphs to summarize information, and use pictures or graphics as appropriate to embellish slides—short video clips can also spice up a presentation, and audiences also appreciate tasteful humor;
- Practice your presentation exactly as you will deliver it, noting how much time you use;
- Plan the presentation so you do not have to rush—take your time, and allow time for questions at the end;
- When presenting, face the audience and *maintain eye contact*; try not to read directly from slides—use them as prompts and cues to remind you of what you want to say;
- If you make a mistake or something unexpected happens, acknowledge it, keep your composure, and continue with your presentation;
- Bring your PowerPoint file to class stored on a flash drive or CD and double check to make sure the file is there and will open (and it is always a good idea to save the file on a backup flash drive, CD, or store in an accessible file online).

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