Presentation Best Practices
Know your audience

• What do they know already?
• What don’t they know?
• Assume you are talking to colleagues, but don’t assume that they know about your specific project.
Watch your colors and templates

• They should be simple and not distracting.
• Background images can conflict with your text or graphics.
• Limit animation
Your slides should be easy to read

- Make your **FONT** and font size **easy to read**, and use it consistently.
- As much as possible, your graphics should speak for themselves and be easy to read.

(Heinegg, & Leclerc)
Don’t put too much information on a slide

There is never enough time to talk about everything and your presentations are intended to be short (7 minutes tops including both presentation and time for questions). Keep it brief and concise. Sticking to about 3 bullets is a good rule of thumb. It’s Better to have more slides with less content on each one than to have fewer slide that are packed full of content. At the same time, don’t make too many slides; you don’t want to overwhelm your audience. You’ll be tempted to simply copy/paste from your paper but you need to summarize key points. Too much content can temp you to read from your slides. Don’t do that, it’s boring. Your slides should be a visual accompaniment to your spoken word, not a vehicle for all of your content. Keep reminding yourself to keep it simple and relevant.
Don’t put too much information on a slide

• Be brief and concise; stick to about 3 bullet points.
• Better to have more slides with less content on each one.
• Don’t make too many slides.
• Too much content can tempt you to read from your slides. Don’t.

*Your slides should be a visual accompaniment to your spoken word, not a vehicle for all of your content*  
(Best Practices in Presenting with PowerPoint).
Etiquette

• Face your audience.
• Make eye contact.
• Dress like you got dressed on purpose.
Last few pieces of advice

• Proofread your slides . . . several times . . . ask a friend
• Practice, practice, practice
• Make sure you have several backups of your presentation.
  • Flash drive
  • Keep it in the cloud - Google Drive
• Enjoy yourself.
References


• Heinegg, J. & Leclerc, C.M. (n.d.) *Effects of Emotional Intelligence on Patterns of Emotional Target Detection.* Department of Psychology, State University of New York at Oswego. Poster