



PowerPoint PRESENTATIONS

As with all visual aids, PowerPoint presentations can enhance or weaken your speech. Follow these tips to make the most of your PowerPoint Presentation.

- **Text:** The text on the slides should not be an outline of your speech. It is intended only to highlight the important points in your speech. Full sentences can make a slide look cluttered. If you do not feel you can summarize an idea in less than two full sentences, you should consider saving that material for a direct quote.
 - Your slides should all use the same font. Different fonts on the same slide can be very distracting for the audience.
 - As a general rule to avoid using too much text, limit text to four to six lines per slide.
 - Font sizes should be large enough to read easily. Any text smaller than 24 points should not be used. In general, use 44 points for titles, 32 points for text, and 28 points for subtext.
- **Animation:** The only appropriate animation for a PowerPoint presentation is for introducing bulleted points and clearing the text from the screen. You may want to introduce text from different sides of the screen to add animation that will not distract the audience. Other types of animation are usually not acceptable. It distracts the audience and can weaken your speech.
- **Sound:** Like animation, sounds of any kind can be distracting. The audience should listen to what you have to say, not the sounds in your presentation.
- **Colors and Graphics:** It is best to stay consistent in your presentation. All of your slides should be made with the same template. The audience can more clearly understand your slides if you use bold text on a simple background. Keep in mind that too many colors or graphics can be distracting. In general, use two to three basic colors on the same slide that work well together.
- **Blank Slides:** Blank slides should be used when you are not explicitly referring to something on a slide. This keeps the audience's attention focused on you, and not your slides.