



PRESENTING WITH PowerPoint

Appropriately using your PowerPoint slides during your speech is crucial to giving an effective presentation. Follow these tips for PowerPoint presentations.

- **Arrive Early:** You should arrive early to make sure all equipment is present and working.
- **Preview Your Presentation:** Keep in mind that many fonts and colors will look different when projected. Double check that your slides are clear and readable.
- **Interact With Your Presentation:**
 - You should refer to your slides when they appear and the information on the slides should be relevant to what you are speaking about. Your presentation should not simply be a pretty distraction. Make direct references to your slides during your speech.
 - You should always face your audience. Do not turn around and face the screen! Facing away from your audience makes it more difficult for your audience to understand you, and it can be rude!
- **Plan B:** Always have a plan B. Bring a copy of your presentation on a back up disk. Overheads can be a great back-up as well. Sometimes, computers stop working and files will not open, so be prepared!
- **Independence:** Do not rely on your slides to give your speech. You should be able to give your speech without the slides, if necessary. As explained in **Plan B**, computers do not always work. Be comfortable and relaxed with your speech so you are not dependent on your slides. This will also help you keep a conversational quality to your speech (See Conversational Delivery Resource).