

Tips for an Effective Presentation

Speak – don't read – Keep your presentation conversational. Try to avoid reading directly from the slides.

Keep it simple – Make your presentation is easy to follow by keeping your slides clear of too many graphics, pictures or too much content.

Get to the point – Sometimes too much information can be a bad thing. Don't try to do it all. Keep your message clear.

Avoid jargon – Use plain language. Avoid using words that your audience would use every day.

Slide content – Try to keep your content to no more than five points per slide. Any more than that will appear cluttered and be hard for your audience to follow. Try to keep your slide content to key phrases only.

PowerPoint

This page contains **too many words** for a presentation slide. It's not written in point form, making it difficult for your audience to read and for you to present. This slide contains an **APPROPRIATE NUMBER OF POINTS**, but looks complicated because of the **dense text**. Your audience will spend too much time trying to read this paragraph instead of listening to you.