

PowerPoint Presentation Dos & Don'ts

Do

- **Face the audience** when you are speaking.
- **Use notes** so you don't have to keep looking at the screen behind you.
- **Rehearse** so you know what you're going to say and how long it will take to say it
- **Use consistent colors and layout** throughout your presentation
- Ask the audience **questions** and invite them to ask you questions
- **Know your subject** so you can elaborate on points and answer questions
- **Use eye contact** to help keep your audience interested rather than spending the whole time looking at notes or the screen

Don't

- **Read off the screen** – use notes so you can face the class
- **Say exactly what's on the slides.** The audience is quite capable of reading it for themselves. The slides should summarize what you are talking about.
- **Use text that is too small** to be easily read by the audience
- **Put too much text on each slide.** Several points per slide should be all you need. There's nothing wrong with covering a topic on more than one slide.
- **Use too much animation, slide transitions and sounds.** They can quickly go from impressive to annoying
- **Rush your presentation** – take your time instead.