

Communicating Effectively with Powerpoint

- Large clear font
- Contrasting colours for text and background
- Slide transition: None or 'Subtle'
- Animation: None or 'Subtle'
- On the slides - use keywords or pictures to act as prompts
(NOT the text of what you will say)
- Max 10 words per slide (*can be 25, exceptionally*)
instead use
 - Pictures
 - Diagrams
 - Sound
 - Video
- General structure for a presentation: Title, Content, Ending
- Consistency is good
font, colour, background, layout, animation, transition - should be consistent across all slides
- Speak to your audience - don't read from the slide
(If you read a slide out loud you are patronising the audience - they can all read)
- Aspire to speak without notes
(You'd learn your lines for a house play, wouldn't you?)
- Rehearse, refine, then rehearse again

Audience & Purpose

The presentation must be 'fit for purpose'.

'Audience & Purpose' are key. Know your purpose, think about the audience.