Module

Creating Effective Presentations

How Do You Plan for a Successful Presentation?

In order to create an effective presentation, consider the following:

Know Your Audience

Grab Viewers' Attention

Do Your Research

Clearly Communicate Your Information

Practice Your Presentation

Designing Slides

1. Use a consistent design theme or template
   You have probably seen slideshows that are distracting due to the variety of colors and different themes used on each slide. Notice that the slides below have the same color text and background on each slide.
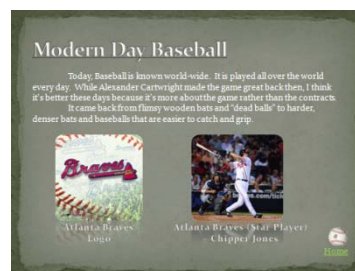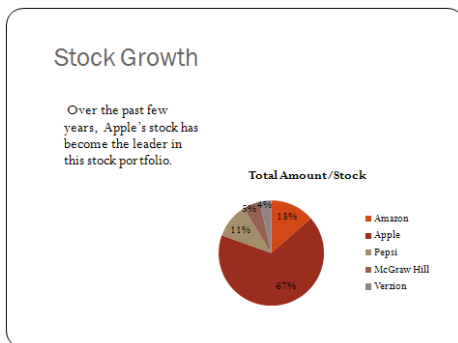

2. Keep a simple design
   - Use a design template
   - Use colors that contrast
   - Include only necessary information on each slide

- Be consistent with animation, transitions, and effects (too much animation is distracting and annoying to the audience)
- Use graphics, pictures, and clip art to emphasize key points and to enhance the presentation

3. Using Text
   - Avoid long sentences
   - Avoid All Caps
   - Font sizes should be from 18 -48 points
   - Use bullets or numbering when possible

Examples of Effectively Designed Slides

For more information on creating effective presentations, see the following websites:

- http://desktoppub.about.com/od/microsoft/bb/powerpointrules.htm
- http://www.microsoft.com/atwork/skills/presentations.aspx
- http://owl.english.purdue.edu/owl/resource/686/01/