Creating Effective Presentations
English 12

How Do You Plan for a Successful Presentation?

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

Get to Know Your Audience

Grab Viewers' Attention

Do Your Research

Clearly Communicate Your Information

Practice Your Presentation

Designing Slides

1. When designing slides, make sure to 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.
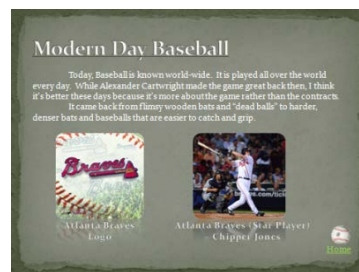

2. Keep your design simple and don not overwhelm the viewer. The following tips will help:
   - Use a design template
   - Use colors that contrast
   - Include only necessary information on each slide
   - Be consistent with animation, transitions, and effects - too much animation is distracting and annoying to the audience.
   - Use graphics, pictures, and clip art to emphasize key points and to enhance the presentation

3. When, or if, you use text, make sure to:
   - Avoid long sentences
   - Avoid all caps
   - Keep your font sizes from 18 - 48 points
   - Use bullets or numbering when possible

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Examples of Effectively Designed Slides
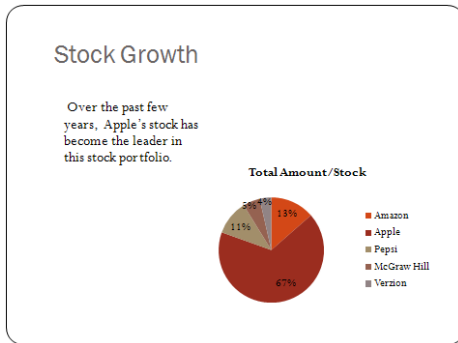
For more information on creating effective presentations, see the following website:

- http://owl.english.purdue.edu/owl/resource/686/01/