

Tips For Effective Presentations

1. Titles should be 35 – 45 points – make sure each slide has one.
2. Short, concise titles are best.
3. Use only 24 point fonts or larger for body copy.
4. Contrast title and body text by color and font size.
5. Do not use bold, italic and all capital letters too much.
6. Remember that italics are hard to read
7. Keep wording on charts to a minimum – labeling only
8. Make sure charts stand on their own and can be understood
9. Sans serif fonts maximize clarity

Avoiding Common Presentation Mistakes

1. 6 words per bullet, 6 bullets per slide, 6 lines per slide.
2. Each slide should have a title.
3. Keep the color scheme the same throughout the presentation.
4. Include graphics to give readers a break from all the text.
5. In lieu of graphics, use bullets to break up text.
6. Keep fonts, bullets, color, and graphics consistent in the presentation.
7. You have 7 seconds to educate the audience on each slide

Other PPT tips

<http://www.pptfaq.com/index.html>