

Presentation Strategies

1. Each slide should either make a point, define a word/concept or illustrate a task
2. Try to include an image/graphic/chart with every slide
3. Excluding titles, try to limit non-image/graphic/chart slides to two per presentation
4. No more than three bullet points per slide
5. Slide design should be consistent and follow appropriate visual hierarchy without appearing overdone
6. Memorize the point/concept of each slide, not the words, this will help the presentation appear more natural and requires less “reading from notes”
7. Make eye contact with the audience, often
8. Practice presentation more than once (this cannot be stressed enough)
9. Be sure to fit presentation into allotted time
10. If possible, test presentation on the actual computer the presentation will be presented on and in the actual room it will be presented
11. Test audience retention by eliciting feedback
12. Get audience involved
13. Leave time for questions