

POWERPOINT FOR ORAL PRESENTATIONS

1. Make sure the slides can be seen from the rear of the room.
2. One major idea per slide (e.g, the equipment, the procedure, conclusions, etc.)
3. Use active titles for slides.
4. Example: Catalyst Activity Data NO!
Catalyst Activity Data Show Importance of Temperature
5. Highlight major points with bullets.
6. Never write paragraphs on a slide.
7. Never read the slide to your audience.
8. Equations are time-consuming to explain. Use only when essential.
9. Pictures and graphs are great. Also helps to break up the dullness of endless words.
10. Each slide should be covered in roughly two minutes.
11. Look to cut out unneeded words.