

Effective Power Point Presentation

**CIVL698 SEMINAR
DEPARTMENT OF CIVIL ENGINEERING
EASTERN MEDITERRANEAN UNIVERSITY**



What is a presentation?

- A presentation is a means of communication that can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.



Preparation

- Don't overload slides!
 - One of the biggest design mistakes made is including too much text on a presentation slide.
 - Use key words and phrases on the slides instead of entire sentences.
- Generally no more than 6 lines a slide.
- Fonts: **Arial**, **Calibri** and **Verdana**.
- Don't use a font size smaller than 18 point:

FONT SIZE 16

FONT SIZE 18

FONT SIZE 20

FONT SIZE 24

FONT SIZE 28

Preparation

- Be sure text contrasts with background:

Blue font on a yellow background or white font on a blue background works well, but avoid pale colours on a white background.

- Remember the potential for colour blindness in your audience and avoid red-green combinations.

Blue text yellow background

✓

White text blue background

✓

Pale text white background

✗

Green text red background

✗

- Fancy fonts can be hard to read:

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- Words in all CAPITAL letters are hard to read:

**WORDS IN ALL CAPITAL LETTERS ARE
DIFFICULT TO READ**

Preparation

- Clip art and graphics should enhance and complement the text, not overwhelm.
- No more than two graphics per slide.
- Use color for emphasis but do not overdo it.
- Don't make too many slides...avoid the "slide rush" (trying to rush through the last 20 slides because you ran out of time).

Delivery

- Show up early to check out the room and the equipment.
- Begin by letting your audience know that you are happy for the opportunity to speak to them.
- Check grammar! A presentation is the worst time to see misspellings.
- Show enthusiasm for the subject.
 - If you don't, your audience won't be enthusiastic either.

Delivery

- Put a lot of energy in your talk.
 - Your energy will energize the audience.
- Don't read your slides to the audience. Spend most of the time looking at the audience.
- Personalize your presentation.
 - Sprinkle anecdotes, humor, quotes, and personal items throughout your talk.

Delivery

- Repeatedly remind the audience of unfamiliar definitions.
- Make eye contact.
- Speak loudly. Vary your voice for dramatic effect.
- Do not exceed your allotted time. To do so indicates you were poorly prepared.
- Leave time for Q & A.
- Close by thanking your audience.

Delivery

- Avoid apologizing for a presentation shortcomings...press on.
- Have a grand final. It could be the main result, a conjecture, an open problem or an application.

Top annoyances

An online survey of large group of people who regularly see Power Point presentations revealed the following top annoyances:

The speaker read the slides to us	62.0%
Text so small I couldn't read it	46.9%
Slides hard to see because of color choice	42.6%
Full sentences instead of bullet points	39.1%
Moving/flying text or graphics	24.8%
Overly complex diagrams or charts	22.2%

Murphy's Law

- Something **WILL** go wrong- test your presentation before you show it.
- Always have a backup of your presentation on hand.
- Be prepared to do the presentation without the PowerPoint...professionals **ALWAYS** print handouts for the audience.

THANK

YOU