

Power Point Presentations

à la

Joseph A. Gallian, [*Advice on Giving a Good PowerPoint Presentation*](#),
MathHorizons, April 2006



AND NOW LET'S WALK THROUGH SLIDE #67, FIFTY WAYS TO MAKE YOUR PRESENTATION MORE EXCITING. NUMBER ONE...

- Determine the level of knowledge of the target audience.
- Don't overestimate what the audience knows about your subject.
- Don't try to do too much.
- Provide a context for your talk: **Why should the audience care?**

- Use a large font.
- Don't read your slides:



"OK, I'm now going to read out loud every single slide to you, word for word, until you all wish you'd just die."

People come to listen

to you talk, not to read your slides.

- Restrict each slide to a small number of lines.
- Use figures, pictures, tables, lists, models, props, and animations, where appropriate.

- Do not use features of PowerPoint that do not contribute significantly to the presentation.
- Use color for emphasis but do not overdo it.
- Rehearse your talk but do not memorize it.
- Anticipate questions you may be asked and have a response to them prepared.

During the Presentation

- Show enthusiasm for the subject.
- Generally stay off to the side but MOVE, MOVE, MOVE!
- Don't read your slides to the audience.
- Don't distribute handouts at the beginning of your talk.
- Go over big ideas twice!

During the Presentation

- Make eye contact.
- Don't belittle your own results or downplay your knowledge of the topic.
- **Do not exceed your allotted time!**
- When you are asked a question, move towards the person who asked it and repeat or rephrase the question for the audience.