

The Four Ps of Presentations - PowerPoint

The following guidelines include information for Microsoft PowerPoint presentations.

Planning

- Know your audience and logistics, such as number of people attending, time of day, and room arrangement
- Know the purpose of your presentation – keep in mind your key points
- Leave extra time at the end for questions
- Limit material to what the audience must know – if time allows, add nice-to-know material
- Have an attention getting opening and a memorable closing by using stories, metaphors, or analogies
- Use the basic format of a presentation:
 - Introduction
 - Key Points
 - Content
 - Summary



Preparation

- KISS – Keep It Simple
 - Use brief, clear statements on your PowerPoint – elaborate with your dialog
 - No more than 3 or 4 bullet points per slide
 - Text needs to be at least 18 points in size
 - Use the same fonts and colors as much as possible throughout the PowerPoint presentation
 - Don't use too many graphics, animations, and sounds
- Triple-check for Spelling errors, typos, and grammar errors – have someone else review
- Check that the background you pick will display on the presentation equipment
- Have notes, but don't read from them
- Prepare handouts for the audience
- Prepare a backup presentation method, such as overheads or bring your own laptop and projector if possible
- Practice, Practice, Practice

Powerpoint Presentation Guidelines For Students

RJ Alexander



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