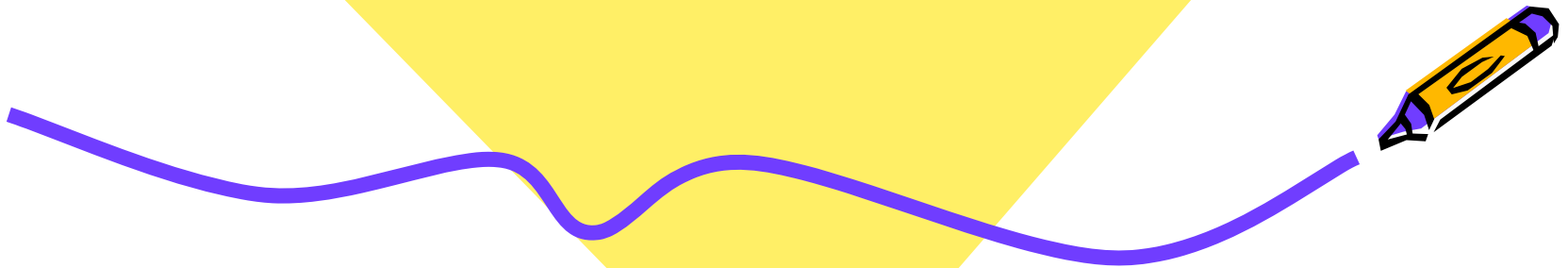




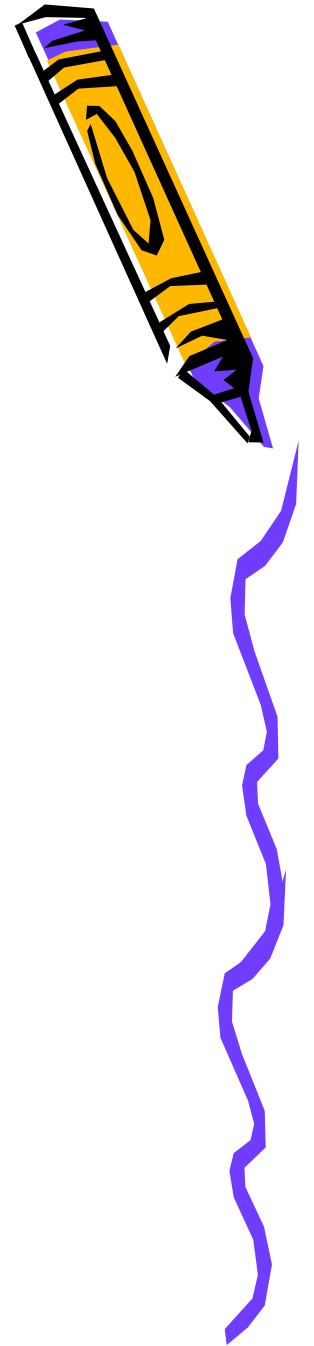
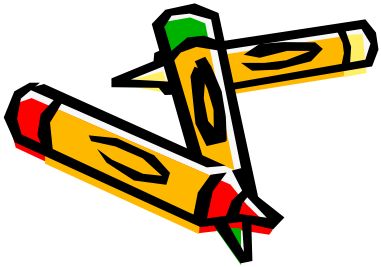
# Effective PowerPoint Tips

Classroom Presentation



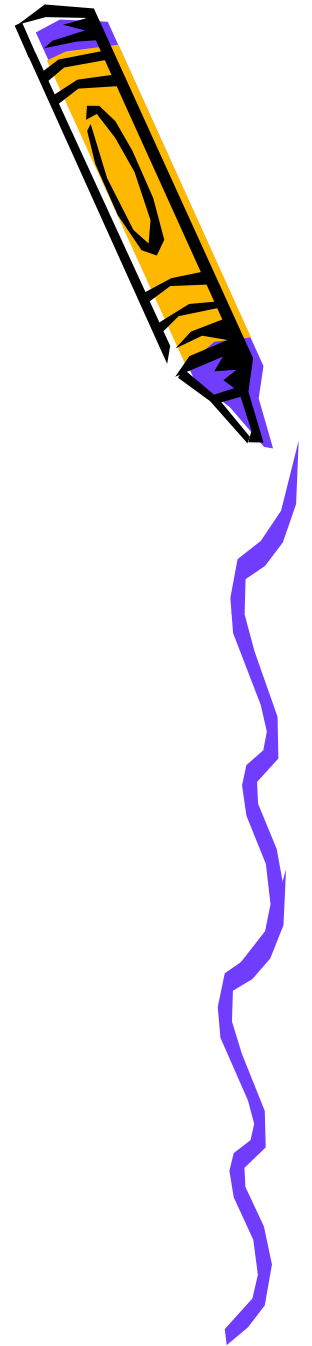
# Know Your Topic

- Do the research first
- Think through what you want to present first



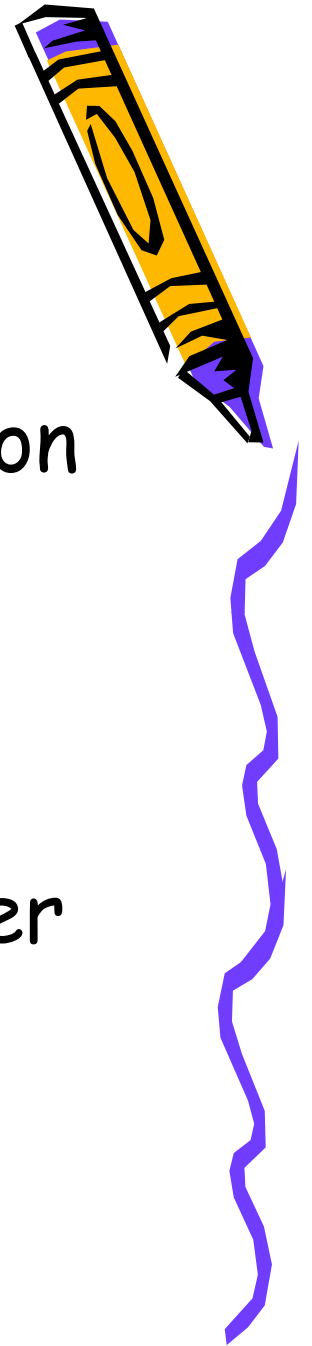
# Use Key Phrases

- Short key phrases for your most important information
- Choose only 3 or 4 points



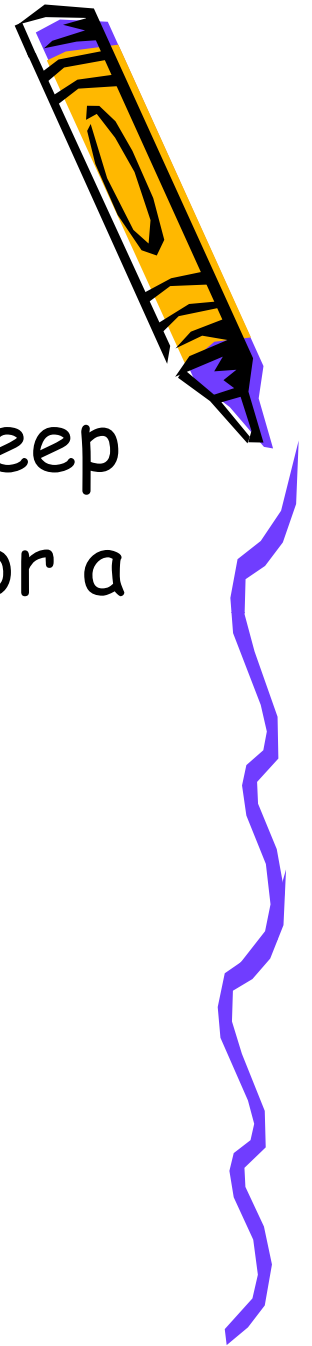
# Avoid Too Much Text

- DO NOT write your whole speech on the slides
- Short point forms only
- Simple language
- Limit the number of points (4~6 per slide)



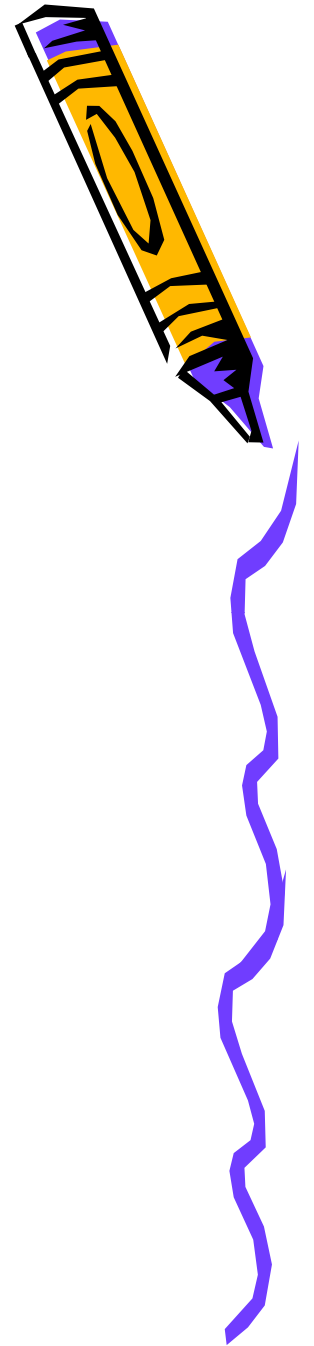
# Limit the Number of Slides

- Too many slides put audience to sleep
- On average one slide per minute for a big presentation



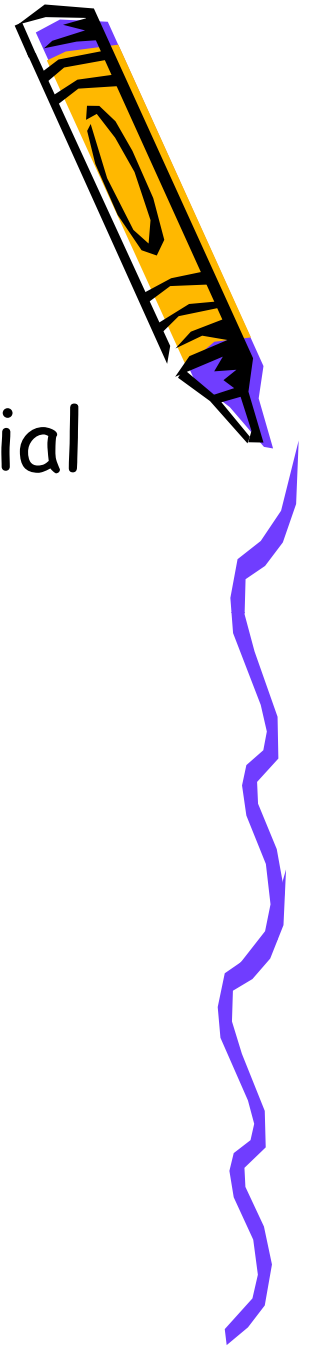
# Layout

- Make sure your slides are easy to follow
- Title at the top
- Text reads from left to right
- Leave space at the bottom



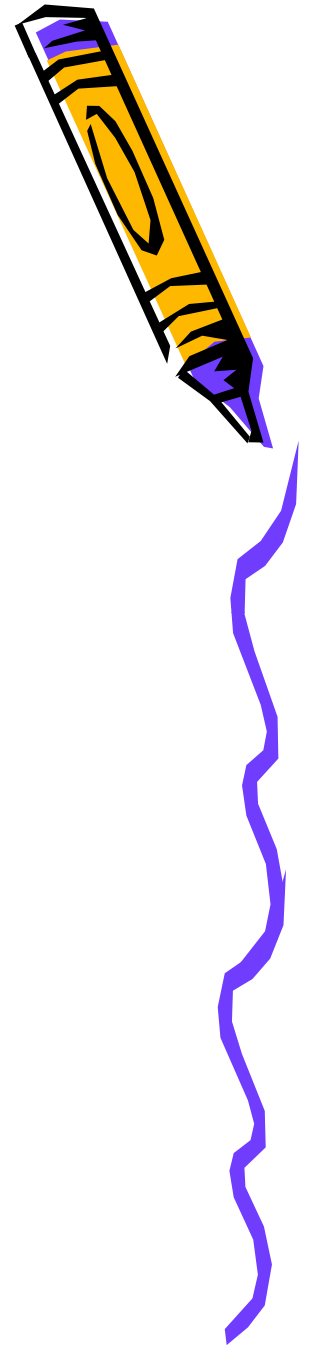
# Avoid Fancy Fonts

- Choose simple to read font like Arial
- At least 18pt font size, 24pt preferred



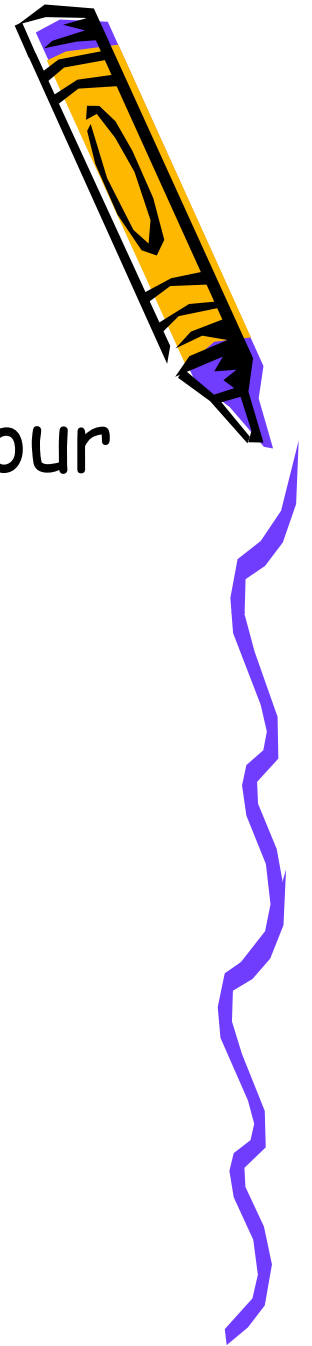
# Use Contrasting Colours

- Dark text on a light background
- For dramatic effect, use dark background with light text
- Text difficult to read on textures
- Consistent colour scheme



# Try a Slide Design Template

- Choose one that will not detract your presentation
- Provides consistency



# Go light on Animations

- We know we like to play with animation
- BUT, could be a distraction
- Consistent animation styles

