Presentation Hints

Information Literacy Program
ANU Library
Outline

• Design Tips
• Slide Structure
• Fonts and Colour
• Background
• Graphs
• Smart Art and Referencing
• Conclusion
Design Tips

• Begin presentation with an Outline of your presentation
• Slides reinforce what the presenter says
• Use 1-2 slides per minute of your presentation
• The 1:5:5 rule: 1 topic per slide : 5 points per slide : 5 words per point
• Use key words or phrases – not sentences
Slide Structure

• Show one point at a time:
  ➢ Will help audience concentrate on what you are saying
  ➢ Will prevent audience from reading ahead
  ➢ Will help you keep your presentation focused

• Summary slide
  ➢ Most people remember about 3 key points
  ➢ Communicated visually these key points
  ➢ Develop a last slide as a summary slide
Slide Structure – a bad example

• This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.
Fonts

• Titles and font size to legible and consistent
  – Titles: 36 to 48-point font size
  – Slide text: 24-point
  – Labels and captions: 14-point
• Fonts: Calibri, Verdana, Arial or Tahoma
• Use a small amount of colour to text (if required) and simple graphics
Colour

• Use a colour of font that contrasts sharply with the background
  ➢ Black font on white background
  ➢ White font on black background
Background

• Use the same background consistently throughout your presentation
• Select an attractive but simple PowerPoint template
• ANU PowerPoint template available at
  ql.anu.edu.au/ANUPowerPoint
Graphs

• Benefits of graphs
  ➢ Titles on top and side axes allow elimination of PowerPoint slide heading
  ➢ Data in graphs is easier to comprehend and retain vs raw data
  ➢ Trends are easier to visualise in graph form
Thesis Structure

- Abstract
- Literature Review
- Methodology
- Results
- Discussion & Conclusion
- Conclusion
Methodology Schedule

- Policies: March 10
- Legislation: April 10
- Handbooks: July 10
- Case Studies: October 10
Fieldwork Plan

<table>
<thead>
<tr>
<th>J</th>
<th>A</th>
<th>S</th>
<th>O</th>
<th>N</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The table and diagram represent a timeline or schedule for fieldwork activities across the months of January (J), April (A), September (S), October (O), November (N), and December (D). Arrows indicate planned activities or transitions between these months.
Referencing

(Tongway and Ludwig, 2011, p. 158)
Conclusion

• Develop a summary slide
  - Use an effective and strong closing
  - Suggest further avenues of research
  - Invite your audience to ask questions
  - Provide a visual aid during question period
  - Avoid ending a presentation abruptly
Practise your presentation

• Practise what you are going to say
• Maintain eye contact
• Spell check your presentation
• Practice moving between slides
• Practise, Practise, Practise!

Good Luck!