# Presentation Hints

Digital Literacy Training

ANU Library

# Outline

- Slide Structure
- Font types and sizes
- Colour and Background
- Conclusion

# Slide Structure

- Outline of your presentation

- Slides reinforce your speech

- Use key words or phrases – not sentences

- Use 1-2 slides per minute of your presentation

- 1:5:5 rule: 1 topic/slide : 5 points/slide : 5 words/point

# Slide Structure

- Identify and tell a story

- Limit the information

- Avoid adding content unless it supports your main points

- Involve the audience in the presentation

# Slide Structure

- Show one point at a time will:
  - ➢ Keep your presentation focused
  - ➢ Help audience concentrate on what you are saying
  - ➢ Prevent audience from reading ahead
- 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 slide 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. It very complicated.  In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

# Fonts types and sizes

- Titles and font size to legible and consistent
  - ➢ Titles: 36 to 48 font size
  - ➢ Slide text: 20 or 24 point
  - ➢ Labels and captions:14 point
- Recommended Fonts:
  - – Calibri
  - – Verdana
  - – Arial
  - – Tahoma
  - – Gill Sans

# Colour and Background

- Use a colour of font that contrasts sharply with the background
  - ➢ Black font on white background
  - ➢ White font on black background
- Use the same background consistently
- ANU PowerPoint template available at

  ql.anu.edu.au/ANUPowerPoint

# 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

# Practice your presentation

- Practice what you are going to say

- Maintain eye contact

- Spell check your presentation

- Practice moving between slides

- Practice, Practice, Practice