

Advice on Giving a Good Powerpoint Presentation (Joe Gallian)

1 Preparation

1. Determine the level of knowledge of the target audience.
2. Choose a subject that will appeal to the intended audience.
3. Don't overestimate what the audience knows about your subject.
4. Don't try to do too much.
5. Use simple examples and concrete special cases.
6. Avoid technical details.
7. Mention applications.
8. Choose a title that is short and informative.
9. In your abstract, indicate the level of the talk.
10. Provide a context for your talk.
11. Prepare a crisp beginning. Perhaps start with an anecdote or a question.
12. Keep technical terms and unfamiliar symbols to a minimum.
13. When possible, relate your topic to other fields.
14. Use a very large font (even for a talk in a small room).
15. Leave ample margins on all four sides.
16. Restrict each slide to small number of lines.
17. Use key words and phrases on the slides instead of entire sentences.
18. Avoid filling slides with equations and formulas.
19. DO NOT COMPUTE IN PUBLIC.
20. Use figures, pictures, tables, lists, models, props, and animations.
21. If you need a particular slide more than once in your talk, reproduce it at the appropriate places rather than going back to it.
22. Do not use features of Powerpoint that do not contribute significantly to the presentation. Many people find unwarranted use of special features of Powerpoint annoying.
23. Use color for emphasis but do not over do it.
24. Rehearse your talk but do not memorize it.
25. Practice your talk and time your talk.
26. Divide the latter portion of your talk into modules that you can non-intrusively disregard if time becomes a problem. If you have to omit portions of your talk, don't tell your audience that you are doing so. (You will come across as not well prepared.)
27. Conjectures and open problems add interest.
28. Use brief reminders to yourself (a word or two) on your slides to be sure you do not forget to mention certain items.
29. Anticipate questions you may be asked and have a response to them prepared.

2 Delivery

1. Show up early to check out the room and the equipment.
2. Erase chalk boards even if you don't plan to use them.
3. If possible, remove objects such as a podium, tables or chairs that won't be used that are between you and the audience.
4. Bring a laser pointer and use it to highlight items.

5. Bring a remote control device so that you do not have to stand by the computer.
6. If you use your own laptop, use a power cord.
7. Keep some room lights on. The audience wants to see the speaker.
8. Begin by letting your audience know that you are happy for the opportunity to speak to them.
9. Work to convey the impression that you are enjoying talking about this subject and that you are excited to have an audience.
10. Show enthusiasm for the subject. If you don't, your audience won't be enthusiastic either. Put a lot of energy in your talk. Your energy will energize the audience.
11. Generally stay off to the side but MOVE, MOVE, MOVE! Occasionally move toward the screen. Occasionally move toward the audience. Occasionally move from one side of the screen to the other. A talk seems slow moving when the speaker is stationary.
12. Don't read your slides to the audience. A glance should be all you need to see to speak about their content. Spend most of the time looking at the audience.
13. Personalize your presentation. Sprinkle anecdotes, humor, quotes, and personal items throughout your talk. Make clear what your contributions to the subject are.
14. Don't distribute handouts at the beginning or during your talk. People will read them rather than listen to you. Mention at the outset the handouts will be available after the talk so that the listeners won't bother to take notes.
15. Repeatedly remind the audience of unfamiliar definitions.
16. MAKE EYE CONTACT. Single out a particular person in the audience who appears to be interested in what you are saying. Look directly at him or her. Then move on to another person, then another. Their interest will energize you.
17. Speak loudly. Project to people in the back.
18. Vary your voice for dramatic effect. Occasionally change pace. Careful use of pauses will greatly enhance your effectiveness. A good time to pause is when stating a major result, raising a question or showing a complicated figure.
19. Ask questions or rhetorical questions. Give the audience time to contemplate your questions.
20. It is not necessary to prove anything. If you can provide an insight about a proof with a few words or picture, do so.
21. Don't belittle your own results or downplay your knowledge of the topic. It reduces your credibility to no benefit.
22. DO NOT EXCEED YOUR ALLOTTED TIME. To do so indicates you were poorly prepared and have bad manners!
23. Avoid annoying mannerisms in speaking such as repeated use of "OK" or interrupting yourself with "I mean" or "you know."
24. Have a grand finale.
25. Close by thanking your audience.
26. When you are asked a question, move towards the person who asked it and repeat or rephrase the question for the audience.
27. Plan to stay a while after your talk. People may want to talk with you about it.
28. After your talk do a self evaluation. Make notes about what went well and what could be done better next time.