

Preparing a Presentation (some handy hints)

Powerpoint/Prezi Slides

- Make sure any text is in a clear font and use at least size 18 font.
- Limit the amount of text on a powerpoint-stick to key ideas and bullet points or labels
- Try to make sure images are clear and easily decipherable (sometimes hard when the only image is from an old book but do your best)
- Don't use a distracting background for your powerpoint-the combination of black and white is always good and remember that certain colors (e.g. red, yellow) are harder to read, especially if someone is color blind.

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Delivering your presentation

- Whether you will be reading off a script, using flash cards or no notes at all, make sure you practice your presentation beforehand.
- Whilst practicing make sure to time yourself-there is nothing worse than having a presentation that is too long.
- Try to look at your audience when you are speaking-it will keep everyone engaged.
- Remember to speak slowly and clearly-even if you are nervous, take a deep breath and remember not to rush.