

Powerpoint/Presentation Tips

1. Follow guidelines used for grading
2. Time your presentation
3. People remember four items at once
4. Stories are a natural way to communicate
5. People learn best by example
6. Short term memory is limited
7. People recognize information better than recall..Repeat
8. People like to have information in categories
9. Time is relative sometimes it feels longer, so if your presentation is not organized people will feel it is too long, start to fidget and lose interest
10. People are in a flow state so try to keep them involved, activities, ask questions, try to call on a person's name
11. THE SECRET B key (makes the powerpoint go blank)
12. Use the laser pointer sparingly
13. Use uppercase in your presentation sparingly
14. Titles and headlines are provide critical context
15. People scan the entire slide so peripheral images do make a difference
16. COLOR
 - a. Red and blue are hard on the eyes, same goes for red and green
 - b. 9 percent of men and .5 percent of women are colorblind
17. If you are out of sight you are out of mind
18. People are programmed to enjoy surprises but make certain it is pleasurable
19. Remember that you know some people in the room they will respond differently
20. BODY LANGUAGE
 - a. Facing full front conveys authority and confidence
 - b. A 45 degree angle says you are collaborating
 - c. If people cannot see you they may not trust you
 - d. Showing your body conveys trust, confidence, and authority
 - e. Titling your head while presenting shows submission
 - f. Keep your head straight
 - g. Leaning undermines your authority
 - h. Stand with balanced weight
21. Hand Gestures
 - a. Hand open with palms up means you are asking something from the audience
 - b. Hands open with palms at a 45 degree angle means you are being honest and open
 - c. Hands open with palms down means you are certain about what you are talking about
 - d. Hands at a 90 degree angle with fingers together means you have confidence in what you are saying
 - e. Touching your face, hair, or neck makes you look nervous
 - f. Hands grasped in front of you makes you look nervous
 - g. Hands on your hips is usually an aggressive stance
 - h. Hand gestures that go beyond your body indicate than an idea is large

22. TONE OF VOICE

- a. Modulate – vary pitch
- b. Speak so that you are heard
- c. Articulate – watch the umms, correctly pronounce words, ending of sentences
- d. Pause

23. Eye Movement

- a. Frequent blinking
- b. Direct eye gaze
- c. Frequent eye shifting
- d. Chewing on your bottom lip, biting your lips