

Effective Presentations



Courtesy of
UCLA Sponsored Research
www.research.ucla.edu/era/present

Preparation

Plan a basic "take-home" message

Know your audience

Speak comfortably and clearly

Talk, don't read to your audience

Practice your presentation

Enjoy your presentation

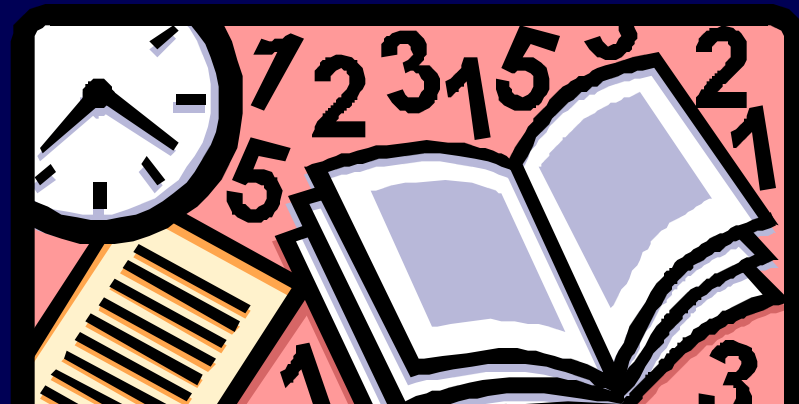


Effective slides

Include only necessary information

Avoid "mega data" slides

Use 6 x 6 principle



Graphics

Present information graphically

Pictures clarify difficult concepts

No more than 2 per slide

Graphic devices help direct attention

- borders, lines, symbols,
- blank space



Graphics

Charts or graphs show:

- relationships
- comparisons
- changes

Pictures and diagrams

- use to “cement” basics

No more than 2 per slide



General slide layout

Create a visual balance

Eyes land in center of the screen

Don't crowd your information

Leave space between lines of type



General slide layout

Use a template for your slides

Standardize

- position
- color
- style

Contrast



General slide layout

Font sizes - 18 and 48 points

Use “system” fonts

Avoid all CAPS

Avoid abbreviations

Omit punctuation



Questions