

Presenting with PowerPoint: Dos and don'ts

1. **Don't parrot PowerPoint (Watch this [youtube video](#)).** One of the most prevalent and damaging habits of PowerPoint users is to simply read the visual presentation to the audience. Not only is that redundant (why are you even there?) but it makes even the most visually appealing presentation boring to the bone. PowerPoint works best with spoken remarks that augment and discuss, rather than mimic, what's on the screen. You've got to make eye contact with your audience; people didn't come to see the back of your head."

2. **Keep the slides simple.** The point is not HOW MUCH information you put on the slides, but HOW RELEVANT the information is to support your presentation. No full Paragraphs or full sentences on a slide, or you will kill your audience with terminal boredom poisoning. Keep your text simple by using bullet points or short sentences.



- Use bullets or short sentences, and try to keep each to one line; that is, without text wrapping. You want your audience to listen to you present your information, rather than read the screen. Some projectors crop slides at the edges, so long sentences may be cropped. You can remove articles such as "a" and "the" to help reduce the word count on a line

3. **Edit ruthlessly before presenting.** Never lose the perspective of the audience. Once you're finished drafting your PowerPoint slides, assume you're just one of the folks listening to your remarks as you review them. If something is unappealing, distracting or confusing, edit ruthlessly. Chances are good your overall presentation will be the better for it.
4. **Choose the right font.** Choose a style that your audience can read from a distance. Avoid narrow fonts or fonts smaller than 20 pt size.