

Oral Presentation Tips



Here are some simple guidelines:

1. Keep your audience in mind as you prepare and deliver your presentation.
2. Communicate the specific objectives of your presentation at the beginning.
3. Place the microphone properly. If you can't be heard, the audience cannot learn what you have come to teach!
4. Face the audience, not the slides or graphics you are presenting
5. Do not read your presentation verbatim from your notes or slides.
6. Repeat or re-phrase questions before answering during the Q&A portion of the session. This involves the entire audience in the process.

Good Slide Design

Overall Slide Design

- Plan for one slide per every one to two minutes.
- Two (2) facts per slide
- Design Standard: Six lines of text per slide or fewer.
- Two simple slides are better than one complex slide.
- Be selective with graphics, they should support, not detract from your information.

Color

- Use basic colors with high contrast between your background and text colors
- Dark blues or greens with white or yellow text are recommended.
- Do not use more than three colors on a single slide, if possible.
- When choosing text color, avoid pastels, which cannot be seen by color-impaired audience members, and red, which does not project well.
- Highlight sparingly, using bright yellow.
- SGIM discourages black and white/grayscale PowerPoint slides.

Font and Font Size

- We recommend using a title font size of 40 or 44 point and a main text font size of 24 - 36 point for lecturing in a large room. Size 18 point text may be legible, but only with difficulty.
- We recommend using a sans serif font for your slides (examples: Arial, Tahoma or Verdana).
- Avoid using bold and italics. Simple is better.

Graphs, Charts, Pictures, and Tables

- Create your own graphs and charts. Remember: using material from a publication may violate copyright laws unless the publisher grants permission or you are the original author.
- For slides with a two-column table, the maximum number of rows should not exceed five; for a three-column table, the maximum number of rows should be three.

Graphic Design Tips

Graphics can enhance your lecture, helping you maintain audience interest, and helping the audience remember important points.

- Make sure that information on your graphs, tables or figures matches the text on the slide.
- When presenting in a large meeting room or ballroom, design your graphics so they are legible to the person in the last row.

Speaking in Public

Practice, practice, practice! Public speaking is an art. Prepare a concise presentation that fits within the allotted timeframe without rushing.