Graduate Research Seminar Program
Tips For Preparing and Giving Good PowerPoint Presentations
Purpose of Presentation

Provide a Framework for Learning

The outline of almost every good talk is the same:

“Tell them what you’re going to tell them;
Then tell them;
Then tell them what you told them.”

Presentation Hints

PowerPoint Presentations

- Compelling and persuasive.
- Glib and disappointing (“PowerPointlessness”).
- Worst case: “PowerPointing” a goal in itself; more attention on special effects than issues.
- Best case: presentation enhances and communicates larger body of work.

Presentation Hints

PowerPoint Presentations

- PowerPoint Poisoning:

Dilbert, August 16, 2000

Antidotes for PowerPoint Poisoning

Design Artfully

- Consider Audience
- Distill Words
- Avoid Complex Figures
- Choose Colors Carefully

Eliminate Distractions
Antidotes for PowerPoint Poisoning

Eliminate Distractions

Flashing slides with many different transitions, dazzling sound effects and gimmicks of various kinds can distract the audience from the argument being made or the evidence being presented.

Students must learn to settle for a few special effects and put most of their energy in persuasion. The best presentation is the most persuasive, not the most dazzling.

Antidotes for PowerPoint Poisoning

Choose Colors Carefully

Slide backgrounds, font sizes and colors

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Antidotes for PowerPoint Poisoning

Avoid Complex Figures

Use only what you need!

Antidotes for PowerPoint Poisoning

Emphasize Ideas & Logic

- Supplement Slides with Text & Figures
- Provide Sufficient Evidence
- Maintain Depth & Complexity

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Antidotes for PowerPoint Poisoning

Deliver Dramatically

- Speak With Conviction
- Maintain Eye Contact
- Avoid Reading Slides

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