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DEPARTMENT OF COMPUTER SCIENCE

SLIDE PRESENTATION TECHNIQUES

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Things You Should Do

- Face the audience
- Do not crowd slides
- Make eye contact
- Keep diagrams simple
- Use appropriate font sizes
- Use color sparingly
Face the Audience

- Image will be projected behind you
- Periodically check that image is okay
- Speak towards audience
- Use laptop as "teleprompter"
- Do not mumble
- Keep hands out of pockets
Do not Crowd Slides

• Do not try to pack everything onto one slide
  – It will start to look too busy
  – People will not be able to keep up
  – You will not be able to keep up
• Break long lists into several slides
Make Eye Contact

- Look for audience reaction
- Do not rush
- Make it clear how questions should be handled
- Think of your audience as your peers
Keep Diagrams Simple

- Limit the number of bubbles
- Limit the number of arrows/arcs
- Be consistent in objects
  - Boxes/bubbles are nouns
  - Arcs are verbs
Use Appropriate Font Sizes

- 32 Point
- 28 Point
- 24 Point
- 20 Point
- 18 Point
- 16 Point
- 14 Point
- 12 Point
- 10 Point
Use Color Sparingly

- Use high-contrast colors
- For this course, you should only use black on white

- Yellow on Black
- Yellow on Blue
- Cyan on Blue
- Yellow on Red
- Red on Black
- White on Black
- White on Black
- Black on White
- Yellow on Red
- Black on White
Things You Should NOT Do

• (Don't) Keep your hands in your pockets
• (Don't) Mumble
• Um, uh, …
• Basically, …
• Like, …
• You know, …
Things You Should NOT Do (cont.)

- (Don't) Use the striptease method
- (Don't) Use cool transitions
Final Thoughts

• Practice your presentation
• Have your files accessible
  – Floppy
  – CD
  – Net
• Have a backup
  – OHP
Final Thoughts (cont.)

- Have someone proof your slides
- Give your audience something to take away