

Lightning Talk

M. PITCEL

SEPTEMBER 8, 2017



Presentation Tips and Tricks

Musings from a former Presentation Facilitator, Scrum Master, TA, and RA

Topics Today

- ▶ Be Prepared
- ▶ Timing and Content
- ▶ Font Styles
- ▶ Color Schemes

Be Prepared

- ▶ practice, Practice, PRACTICE!
- ▶ Do not read your slides
 - ▶ The slides should guide the presentation
 - ▶ The slides should not be treated as cue cards
 - ▶ Use personal notes
- ▶ Avoid using filler words

Timing and Content

- ▶ Avoid focusing too long on one slide
- ▶ Keep statements concise
- ▶ Know your audience
 - ▶ Avoid over explaining
 - ▶ Avoid under explaining

Font Styles

- ▶ This font size is 12pt.
- ▶ This font size is 16pt.
- ▶ This font size is 18pt.
- ▶ This font size is 20pt.
- ▶ This font size is 24pt.
- ▶ This font size is 32pt.
- ▶ This font size is 36pt.
- ▶ This font size is 40pt.

Font Styles

- ▶ Use a Sans-Serif font
- ▶ Use a Sans-Serif font
- ▶ Use a Sans-Serif font
- ▶ Use a Sans-Serif font

- ▶ Avoid a Serif font
- ▶ Avoid a Serif font
- ▶ *Avoid a Serif font*
- ▶ *Avoid a Serif font*

Color Schemes

- ▶ Good Scheme

Color Schemes

- ▶ Good Scheme

Color Schemes

▶ Bad Scheme

Color Schemes

- ▶ Bad Scheme

For More Information

- Tips for creating and delivering an effective presentation ::

<https://support.office.com/en-US/article/Tips-for-creating-and-delivering-an-effective-presentation-F43156B0-20D2-4C51-8345-0C337CEFB88B>

- 10 Font Tips for Presenters ::

<https://www.thoughtco.com/font-tips-for-presenters-2767402>



Questions?



END