

## Quick Tips for Developing and Presenting PowerPoints

**1. Powerpoints should be slides NOT documents!**

Best practice is to move away from projecting a document and having you as the driving force in providing information and eliciting interest.

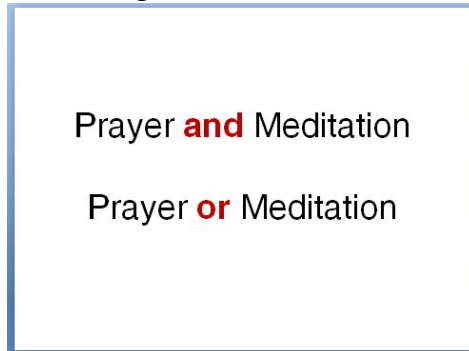
**2. Design slides for the back row**

**a. Fonts Type**—some types are easier to see.

Sans Serif Examples, possibilities	Serif Examples, do <b>NOT</b> use
Arial Calibri Franklin Gothic Book Gill Sans Helvetica Tahoma Verdana	<del>                         Book Antigua                          Cambria                          Century                          Garamond                          Georgia                          Perpetua                          Times New Roman                     </del>

**b. Fonts Size and Weights** (bolded or unbolded)—must see from the back row.

Generally less than 24-font size will be difficult to read, but if you have a large class even 24 will be too small. But play with using size (not going less than 24) and weight to draw attention to aspects of your slide. Color could be used to punch out a word, but do not overuse. When teaching School Law involving Church-State issues, I might have a slide like what is reproduced below to discuss how one little word can make a huge difference in whether a state law will be upheld.



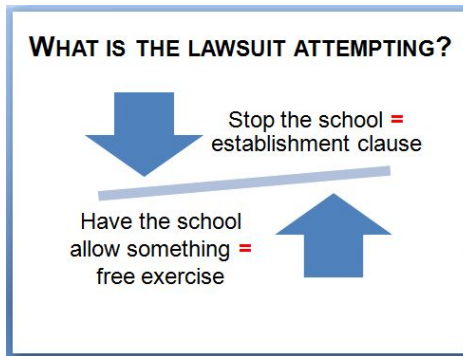
**c. Images** should be strong that support your material



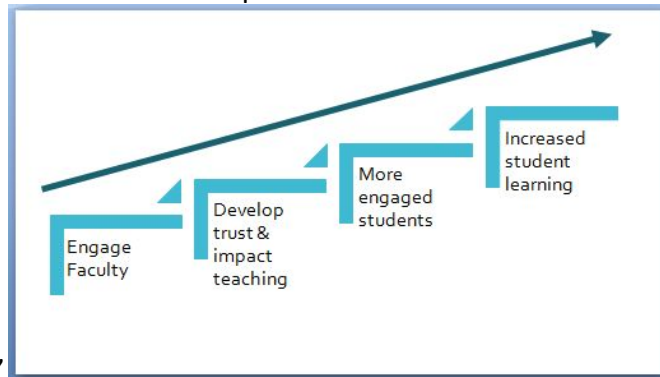
<http://goo.gl/YSYKsA>

Rule of thumb: Try to avoid any type of clip art and provide a reference for where the picture/photo originated.

- d. **Charts or some form of pictorially representing your information** has been shown to increase students' retention.



- e. **Use white space effectively and avoid slides crowded with words.** Research indicates that your students or audience will either read your slides or listen to you. They cannot do both. So what is more important—Read the slides or listen?



Remember “Less is More.”

### 3. Presenting

<p><b>Do not read slides!</b></p>	<p>If you are reading the slides, then you have violated some of the tips already mentioned. Think about highlight important words on your crowded slide and then consider cutting all the others, so you have a word to key you into what you are going to say and this will prevent your temptation to read.</p> <p>Note: Students love to have everything on the slides, but remember before PPT professors did not Xerox off lecture notes and hand them to their students. Communicate to your students the value of retaining information through note-taking.</p>
<p><b>Do not turn around and read from slides, if possible.</b></p>	<p>Of course, you should not be reading them anyway (see prior tip), and it is an important message if your eyes are on your audience with quick references to the slides versus having your back to the students. Use Presenter view in PPT so your notes are right there (See CETL if you want to know more about this).</p>
<p><b>Use the 10-2 rule. Every 10 minutes stop even for 1 to 2 minutes to engage students.</b></p>	<p>Research shows that engagement increases learning, so wait no more than 10 minutes before you inject a question (do not need to have clickers to do this) or a video or a short activity. Come to the CETL if you would like ideas on how to integrate engagement when lecturing.</p>