INHSU2026

General Guidelines on Delivering a Great PowerPoint Presentation

It is not an easy task to develop a PowerPoint that delivers your major points and is visually pleasing.

Preparing your Slide Content

- Write a script: Make sure your script follows good story telling conventions: give it a beginning, middle, and end; have a clear arc that builds towards some sort of climax; make your audience appreciate each slide but be anxious to find out what's next; and when possible, always leave them wanting more.
- One point at a time: Plan your presentation so just one new point is displayed at any given moment. Bullet points can be revealed one at a time as you reach them. Your job as presenter is to control the flow of information so that you and your audience stay in sync.
- No paragraphs: Your slides are the illustrations for your presentation, not the presentation itself. They should underline and reinforce what you're saying as you give your presentation — save the paragraphs of text for your script.
- Keep abbreviations and acronyms to a minimum.
- Your first slide must include: the title of your presentation, your name and your organisation.
- Have a concluding slide that covers the key messages and has your contact details.

Guidelines on the Presentation Design

- Set up your slides with a widescreen 16:9 size ratio.
- Use a sans serif font for body text. Sans serifs like Arial, Helvetica, or Calibri tend to be the easiest to read on screens.
- Optimum title text is 45 – 55 points and no smaller than 36 points.
- Body text should be at least 26 points.
- Put dark text on a light background. This easiest to read. If you must use a dark background – e.g. your company uses a standard template with a dark background – make sure your text is quite light (white, cream, light grey, or pastels) and bump the font size up two or three notches.
- Use decorative fonts only for slide headers, and then only if they're easy to read.
- Align text left or right. Centred text is harder to read and looks amateurish. Line up all your text to a right-hand or left-hand baseline – it will look better and be easier to follow.
- Avoid clutter.
- Avoid the use of clip art.
- Use images only when they add important information or make an abstract point more concrete.
- If using video, ensure that you load the file itself in the folder with your presentation. Do not link it and then only bring the PowerPoint slide. Presentations containing pictures and multimedia can be quite large and it can be useful to compress the file size.

Prior to the Presentation

- Give some thought to your own presentation manner – how you hold yourself, what you wear, your visible background. You are the focus when you're presenting, no matter how interesting your slides are.

During your Presentation

- Open with something surprising or intriguing, something that will get your audience to sit up and take notice
- Ask questions: Questions arouse interest, pique curiosity, and engage audiences

Reference

Website: Lifehack
Article: 10 Tips for More Effective PowerPoint Presentations – Dustin Wax
http://www.lifehack.org/articles/technology/10-tips-for-more-effective-powerpoint-presentations.html