

Presenting a Science Research Paper 2016

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Power Point Presentation Hints

Keep it Simple

Keep it Short

Adopted from  Microsoft



Types of Slides for Presentations

I. Introduction Slide

- A. Introduction of presenter
- B. Title of presentation, date

II. Outline Slide

1. Main points
2. Structure of the presentation
3. Rank the information
4. Start broad, finish specific
5. Simplify

Types of Slides for Presentations

III. Content Slides

- A. Cover detail based on the outline
- B. 1-2 slides per minute
- C. A picture is worth 1,000 words

IV. Final Slide

- A. Make last slide meaningful
- B. Contact information
- C. Pose a discussion question

TEXT

- A. Highlight presentation points
- B. Use bullet points
- C. 4-6 points per page
- D. No large blocks of text
- E. Present points with animation

IMAGES



- A. Avoid clip art
- B. Use good images
not pixilated, out of focus, dark
- C. Crop to remove distractions
- D. Use simple to understand graphs and images

FONT

A. Choose a simple and full font – Arial

TEXT

TEXT

TEXT

TEXT

B. Choose a large enough size font—print a slide on 8.5” x 11” paper, lay it on the floor at your feet. If you can read the slide while standing the font is large enough

More on FONT

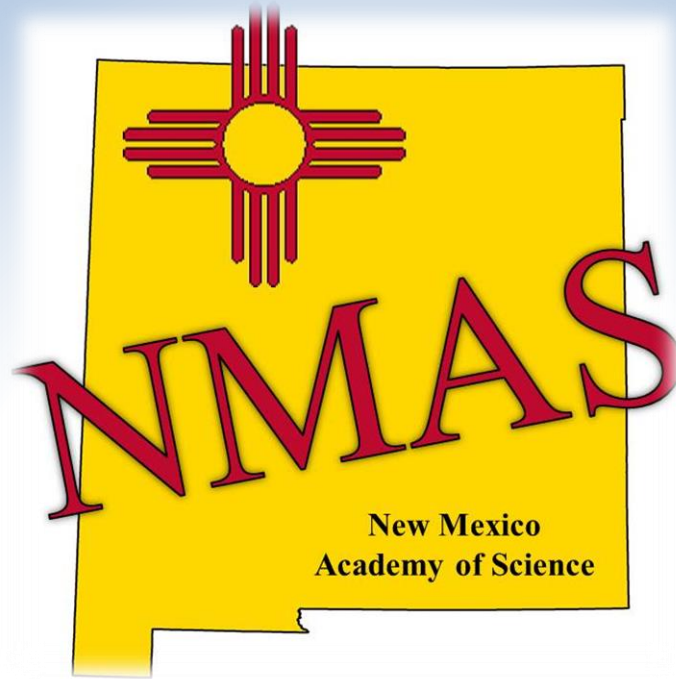
- C. Use high contrast between text and background.
- D. Use a subtle and consistent background

Prior to the Presentation

- A. Arrive early
- B. Check all equipment
- C. Download all files needed
- D. Check resolution and colors

During the Presentation

- A. Hold Questions until the end
- B. Avoid moving the pointer around
- C. Do not read the presentation
- D. Stay on time
- E. Use audience reactions to improve



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