# PowerPoint Presentation Dos & Don'ts

## Do

- **Face the audience** when you are speaking.

- **Use notes** so you don't have to keep looking at the screen behind you.

- **Rehearse** so you know what you're going to say and how long it will take to say it

- **Use consistent colours and layout** throughout your presentation

- Ask the audience **questions** and invite them to ask you questions

- **Know your subject** so you can elaborate on points and answer questions

- **Use eye contact** to help keep your audience interested rather than spending the whole time looking at notes or the screen

## Don't

- **Read off the screen** – use notes so you can face the class

- **Say exactly what's on the slides**. The audience are quite capable of reading it for themselves. The slides should summarise what you are talking about.

- **Use text that is too small** to be easily read by the audience

- **Put too much text on each slide**. Several points per slide should be all you need. There's nothing wrong with covering a topic on more than one slide.

- **Use too much animation, slide transitions and sounds**. They can quickly go from impressive to annoying

- **Rush your presentation** – take your time instead.