

## Tips on Giving Powerpoint Presentations

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1. An oral presentation is very different from writing. Your audience's attention span is more limited, so you need to find 2-3 basic points and hammer them home.
2. You have to stay within the regulated time. You will need at least 2 minutes/slide, so for a 10 minute presentation that is a maximum of 5 slides.
3. You are presenting a summary, not a paper. Do not fill slides with every aspect of your project. You refer the audience to the paper for details.
4. Each slide should have 2-4 bullet points of large easily readable font. These points should serve to guide the audience as to the sequence of your logic and to jog your memory. Do not read word for word from slides; the audience can see them.
5. Know your audience. Your audience knows who you are and is already knowledgeable about the general topic. Your audience needs to know the highlights, not the details of your research and what they can learn in relation to the general topic. Your audience wants to know that your research is sound but also what the importance of it is.
6. I would suggest the following rough sequence of slides:
  - a. Title slide
  - b. Focused point on cutting edge importance of topic + thesis statement
  - c. Diagram/figure/table of conceptual framework- how you set up the study, or basic categories of analysis
  - d. Methodology- if an original data analysis incl. why you chose it and alternatives; and any other insights from the exercise
  - e. Findings in table/diagram/figure format
  - f. Conclusions + research agenda/policy implications