



One of Three

## Nine Tips for Clearer Presentations

1. Limit your information to two or three points per slide. A visual aid is a supplement to—not a substitution for—a live presentation.
2. More does not necessarily mean better. Present an element on the slide only if it provides a meaningful cue to the class.
3. Label all charts and other visuals so their purpose is immediately clear.
4. Typography and layout matter. Use a 24-point, sans serif font for body text. Select a font color that contrasts with the background color so the slide is easy to read.
5. Dim the lights, but don't shut them off entirely during your presentation. You want students to be able to see your slides but not doze off.
6. Do not read directly from your slides; use them as a way to communicate main points but elaborate on these points verbally.
7. Be sure to leave ample amounts (40-50%) of white space on the slide. This makes it easier to focus in on the slide's content.
8. Make sure photos and graphics are clearly visible. Low-resolution (grainy) images are a distraction, not a visual aid.
9. Set an excellent example for your students: cite the sources of all ideas, images, graphics, etc. that are not your own.