

Brush Script MT Script
Initial caps, 36 points, Bold

SAVE AS: EFFECTIVE

Creating Effective Presentations

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double space
Body 11 pt Times

One day, you might be likely to find yourself in this situation: your employer says, “We need to get a presentation together for the DataAir Project fast!” Because the deadline for such a “request” is usually immediate, you reach for your presentation graphics software program.

The following five pointers can help make noticeable improvements to your next presentation:

Left & right
indent of .5”
SS in para,
DS between
ALL CAPS
where
indicated and
Bold

ANALYZE YOUR AUDIENCE. Take the time to determine who will be listening. Ask yourself, “Why are you giving this presentation?”

MAKE A PLAN. After you have identified your audience, decide what to say and how to say it. Create an outline after you have analyzed what items you must cover and how you want your audience to react.

KEEP IT SHORT. Resist creating a lengthy presentation. The longer the presentation, the greater the danger of losing your audience’s attention.

KEEP THE NUMBER OF WORDS PER SLIDE TO A MINIMUM. Limit the number of words per slide to eight. It is better to have more slides with less information than vice versa.

VARY YOUR VISUALS. Keep your presentation moving by blending different types of slides. Add graphics and photographs to create a variety of visual elements.

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Body 11 pt Times

Presentation graphics programs make it easy to gather and update an engineering, scientific, or business presentation. You may not have time to create a spectacular multimedia show, but that does not mean that your presentation will not be engaging and effective. Just follow the five tips below. The rest is easy.

Small caps, 11 pt,
Times new roman,
center, bold, and
check mark bullet.

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- ✓ **VARY YOUR VISUALS**