

Presentational Software in Public Speaking (UW-L Public Speaking Center)

Presentational software (such as PowerPoint) is commonly used in speaking situations. Be sure to take the time to consider design issues when preparing your presentation.

Design tips for Presentational Software

Contrast: vary the size of information (such as text and/or images)

- Make headers larger than subpoints or examples
- Use contrasting colors to emphasize your points

Repetition: use a consistent color scheme or approach for your slide

- Many programs have design templates that are user friendly

Alignment: images and text should line up in straight lines

Proximity: images or text that are close together should be related

Best practices for PowerPoint

Practice with your presentation

- Be aware of the timing and set up during your speech

Space out information – don't clutter or crowd information to put on one slide

- Space out information on multiple slides
- Distribute handouts of slides if information must all be together

Break down complex information – especially in scientific presentations

Only include information on slides that you discuss in your presentation

- Be knowledgeable and able to explain everything on your slide

Use blank slides when there are breaks between the presentation

Make information readable and clear for your audience

- Keep font big and spaced out
- Use at least 20-point font for your smallest text