Hints for the Use of PowerPoint in Your Speeches

1. PowerPoint is for images primarily: photographs, maps, illustrations, graphs, charts, etc., although there are (rare) times when text slides are appropriate. See ch. 9 for help and guidelines.

2. You do not need a title slide.

3. You do not need a references slide.

4. You should not use clip art.

5. Be sure that anything you show us is big enough for your audience to see.

6. It is best if your audience can see the slide only when you are discussing it. At other times, consider showing a blank or solid black slide, having them interspersed between slides that you are going to be talking about. Remember our focus should be primarily on you, not on the screen.

7. Do not program your slides to advance automatically. We will be watching the show and will not be paying attention to you.

8. Your presentation aids (including PowerPoint) are there to support your speech, not to be the focus of your speech. PowerPoint, and other visual aids, are wonderful at helping us see what you are talking about.