Rules for PowerPoint Technical Presentations

PL ET 370

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Slide Guidelines

- Don't make Background too Busy
- Limit the Number of Bullets
  - Max: 6 to 8
- Make Bullets Short but Descriptive
  - Max: 4 to 5

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Slide Guidelines (cont.)

- Make Background Darker
  - Dark Blue
- Make Bullets Contrast Background
  - Yellow or White
- Use Serif Fonts
- Largest Size Font
Slide Guidelines (cont.)

- Text Animations
- Slide Transitions
- Make Use of Spell Checker
- Equations
  - Minimum Number

Slide Guidelines (cont.)

- Numerical Data
  - Graph
- Tables
  - Non-Numerical Data
  - Parameters
    - Processing
    - Design, ...

PL ET 370 Presentations

- Title Slide
  - Presentation Name
  - Your Names
  - Logos - Affiliation
- Purpose or Objective
- Presentation Outline
  - Depends on Audience
PL ET 370 Presentations

- Introduction
- Background & Theory
  - Theory
  - Process Steps
  - Advantages/Disadvantages
- Equipment
  - Equipment Used

PL ET 370 Presentations

- Design Requirements
- Conclusions
  - Summarize
  - Salesman

Presentation Guidelines

- EYE Contact
- DON’T READ FROM THE SLIDES!!!
- Don’t rely on Note Cards
- Give time to Read/Copy the Slide
- Don’t Repeat the Introduction
- Give Title & Biography
  - When you are not introduced
Presentation Guidelines (Cont)

- Multiple Person Presentation
  - Don't say "Now Fred is going to talk about the next topic"

Timetables

- 25 Jan 05
  - Memo on Progress
    - Where Looked
    - What You Found

- 15 Feb 05
  - Memo on Progress
    - Preliminary Outline

- 1 Mar 05
  - Final Outline

- 29 Mar 05
  - Final Presentation Due