

Salahaddin University – Erbil
College of Science
Environmental Science and Health Department
1st Stage



4th Lecture in Academic Skills

How To Make a Good Presentation?

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Key Elements for Inclusion in PowerPoint Slides

- Title Slide
- Outline
- Introduction
- Content Slides
(organized, concise)
- Images/Multimedia
- Quotes/Key Points
- Questions/Discussion
- Conclusions
- Recommendations
- References
- Acknowledgments
- Appendix



PowerPoint Slide

- Highlight key points.
- Should be short and to the point, include only key words.
- In order for your presentation to fit on most screens, text and images should be placed within 95% of the PowerPoint slide.



PowerPoint Background

Select a uniform background for the entire presentation.

This is a good mix of colors. Readable!

This is a bad mix of colors. Low contrast. Unreadable!

This is a good mix of colors. Readable!

This is a bad mix of colors. **Avoid bright colors on white.** Unreadable!

PowerPoint Layout

- Headings, subheadings, and logos should show up in the same spot on each frame.
- Margins, fonts, font size, and colors should be consistent with graphics located in the same general position on each frame.
- Lines, boxes, borders, and open space also should be consistent throughout.

Fonts

- Font Style Should be Readable—Recommended fonts: Arial, Calibri (Body), Tahoma, Veranda.
- Standardize the Font Throughout.
- This presentation is in Calibri (Body).
- The larger, the better. Remember, your slides must be readable, even at the back of the room.
- This is a good title size Verdana 40 point.
- A good subtitle or bullet point size Verdana 32 point.
- Content text should be no smaller than Verdana 24 point



Bullets & Animations

- Keep each bullet to 1 line, 2 at the most.
- Limit the number of bullets in a screen to 6, 4.
- If you crowd too much text, the audience won't read it.
- Too much animation can be distracting. Be consistent with animation and have all text and photos appear on the screen the same way each time. There are many animation modes to choose from, but it is best to use just one throughout.

You

- Do not use the media to hide you.
- The audience came to SEE you.
- The media should ENHANCE the presentation, not BE the presentation.
- If you are only going to read from the slides, then just send them the slides!



Thank
you!