



# Tips for Creating and Delivering Effective Slide Presentations



## Consider your audience

The slides you used at a conference or with your colleagues might not be appropriate for first-year students.





## Prepare the flow - don't just jump into creating slides


Map out what you want to say and consider the best way to organize that information. For learners, you can then provide your own outline as a tool for review.


Use the slide sorter as a high-level view of the order to make sure it makes sense.

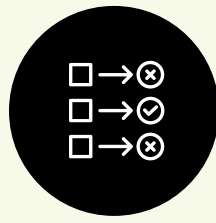
## Use Graphics, but with purpose

 Clip Art and images just for the sake of images actually distract from your message. Don't use them unless they serve a purpose.

 When using charts, consider whether all of the data in the chart is relevant to make your point. Provide a reference/link to the full data set and chart.

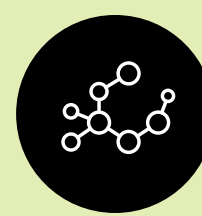
 LABEL your images. Our learners also consistently request that images be labelled.

 Illustrate change - Processes, procedures and movement can be illustrated with charts and graphs; Qualitative relationships could use concept maps, matrices, or tree diagrams.



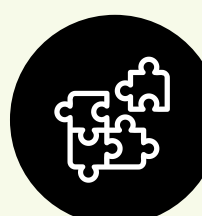
## Keep your instructional goal in mind

- Everything in your slides should support your learning objectives.
- Interesting but irrelevant material should be eliminated.



## Provide organization

- Give the audience insight into your structure. Rather than use overly dense slides, provide an outline that can include more of detailed information and references.
- Help your audience organize the new information - give them a structure to fill in, or help them define their own.
- Move beyond the bullets - use concept maps, matrices, outlines, hierarchies, or sequences to illustrate and organize information.



## Slide Design

- Do not use a dark background with light text - it's hard to take notes on and uses up ink for those who choose to print. Simple is better. Black text on a white background is recommended.
- White space is GOOD! It provides space in which to take notes, and is especially helpful if your audience takes notes on their iPads.
- Do not use too much text - 6 bullets per slide,
- Each slide should have only one main point; break dense material into multiple slides.
- Provide a handout with more detail - not everything has to be on the slide.



## Presenting Your Slides

- Stay focused. Do not provide slides that you will not cover, unless you clearly identify them as supplementary (true for scientific and teaching). Extra slides are overwhelming for your audience.
- When working with learners, clearly identify the level of mastery for your material, particularly for supplementary materials.
- Pause to interject questions or other Active Learning techniques and recap. Audiences appreciate summary slides.

For more information on preparing and delivering of effective presentations:  
Online Self-Paced Module: [Best Practices for Scientific Presentations](#)

