

T.I.P.S.

The Speaking Center Presents: Techniques to Improve Public Speaking

To schedule an appointment visit: <https://www.csusb.edu/speaking-center-jhbc>

Convenient and simple techniques or suggestions to help improve in a variety of public speaking areas.

Using PowerPoint Effectively

Keep it short and to the point

- Let the focus be on you, not on what's in your slides
- Less is more
- 6 x 6 suggestion: no more than 6 lines with no more than 6 words each

Font choice and size matters

- Arial, Calibri, Verdana, and Times New Roman are all good choices!
 - Use an easy to read font that doesn't distract your audience
- Minimum 20pt font for headers
- Minimum 18 pt font for body
- Not too big, NOT ALL CAPS

Ensure good contrast in color choices

- For font and images
- If your background is bright, make sure your font is dark

Good image quality

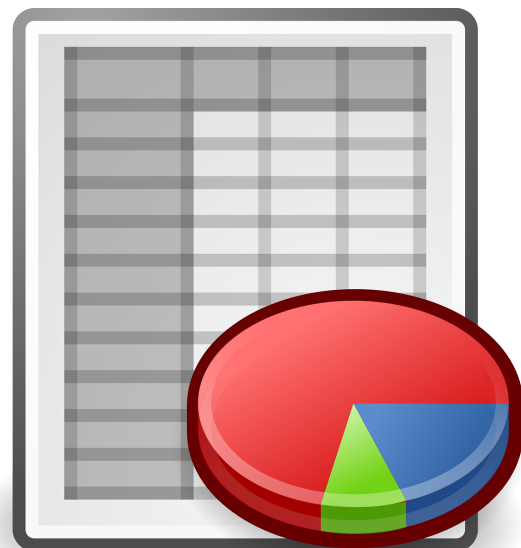
- Make sure pictures are relevant
- Avoid stock images with watermarks
- High quality images so we can clearly see them

When presenting data

- Include charts and graphs that are easy to read
- Make sure chart is not too busy

Minimize transitions and animations

- A simple "fade" or "appear" between bullets or slides is plenty
- Less is more!



10 PowerPoint Tips to Make Your Slides More Effective. (2016, August 31). *Your Digital Learning Expert*.
<https://www.ispringsolutions.com/blog/10-powerpoint-tips-to-make-your-slides-more-effective>