



Guidelines for using PowerPoint

- Set aside time to prepare your PowerPoint slides and to look at the options available to you.
- Remember, less complex slides are better. Do not include too many slides.
- Get some practice setting up your PowerPoint on the classroom computer.
- It is a good idea to save your presentation in more than one place.
- Have a backup plan – transparencies, overheads, handouts.
- Each slide should contain only one main idea, with bullet points, rather than full sentences on the slide.
- Limit the number of slides to around five or six for a ten minute speech. Hamilton (1996) suggests **this rule of thumb for maximum number of slides. Length of speech / 2+1= Maximum length.**
- Feel free to incorporate other forms of visual aids also.
- Eye Contact should be maintained with entire audience
- Play with, experiment, enjoy PowerPoint, and practice using different formats. Every speech is different, so what's right for one speech, speaker, and audience may not be the best for another