

## Tips for Power Points:

**Goal:** Provide visual support to speaker's words.

**Limit the number:** Ensure that the presentation is about you and your information, *supplemented* by the power point.

You are not preparing a stand-alone document.

**Text:** Limit bullet points and text.

Text should be easy to read, with sufficient variation in size between text and titles/headings.

Limit use of italics, bold, and change of color. Make sure that text is dark and stands out on a lighter/contrasting background.

Rely on key words and rephrases; avoid complete sentences and, always, paragraphs.

Try to limit each text item to one line.

Use quotations sparingly as they tend to be longer and prompt the audience to read rather than listen.

Choose sans-serif fonts, e.g., **this one** or **in bold** (versus **serif fonts** which do not show up as clearly on slides).

Make sure that text is readable at a distance.

**Background/Theme:** Colors enhance readability (text must stand out against the background).

Avoid busy backgrounds or symbols.

Backgrounds should be subtle and not distracting; they should allow the audience to focus on text and images.

Pick a theme that suits your topic and tone.

**Layout:** In headings/subheadings, avoid wordiness.

Determine where to put images in relation to titles and other text.

For images, use cropping, borders, shapes to compliment topic and background.

**Animation:** Do not get carried away with fancy slide changes or images/text entering and exiting your slides. Seek a professional appearance.

Do not use animation on all slides.

**Punctuation and capitalization:** \*\* Follow Chicago Manual rules. And, regardless, be consistent.

**Images:** Make sure that they are clear, not fuzzy, and that what they depict is easy to comprehend.

**\*\* PROOFREAD \*\***

Be sure to **practice** your talk with the finished power point.

Do not limit yourself to standing in one spot. As you use the power point, **move**.

Turn to point and guide your audience's attention—but return to your audience.

Do not turn your back to your audience and simply read from and talk to the screen.

**Indicate in your notes** when to move to a new slide.

72% of part-time workers  
in Japan are women



**72%**



