

Technically Speaking – Part III

Visual Aids

Source: http://techspeaking.denison.edu/Technically_Speaking/Visual_Aids.html

Avoid Distracting Animations

Anything that bounces, moves or jiggles should be avoided. Animations that are necessary for the talk should have the ability to be stopped and started.

Incorporate Props

Sometimes a 2D picture on a slide is not enough. In this case, consider using 3D props. Make sure all props are large enough to be seen by everyone in the audience. Do not incorporate props solely for humorous effect.

Use Appropriate Backgrounds

Backgrounds should be mostly plain. Solid white is completely acceptable and often preferred as it provides the highest contrast to the text on the slide.

Use Keywords or Phrases

Avoid large sections of text. Your slides should complement your talk; not be your talk. Use a list of key words or phrases so audience members can see the larger arc, but make sure they're listening to you instead of reading your slides.

Manage the Overhead Projector

Don't block your slides and be careful about where you are pointing.

Use Color to Enhance Slides

Use color to further highlight ideas.

Use a Large Font Size

Someone in the back should be able to read all the text on your slide. Don't shrink a font size just to fit more on to one slide. Break those pieces up into smaller parts and possibly summarize afterward if needed.