

PowerPoint Pointers

From: David G. Brown (January, 2001). PowerPoint-Induced Sleep. Syllabus, p. 17.

PowerPoint tips for instructors:

1. Keep the lights on, and use a powerful projector.
2. Use no more than three slides per minute.
3. Ban all fonts lower than 24 point.
4. Always use light backgrounds and dark types.
5. Avoid turning your back to the class/audience.
6. Don't read each slide out loud.
7. Decide in advance whether the slides are for simplification or elaboration.
8. Use PowerPoint for preview and review, not for presentation.
9. Build some slides that can be reused. Concentrate the perishable information on a few revisable slides.
10. Distribute printed copies of the slides.
11. Tell'em what's coming, what is, and what's been said.
12. Don't be embarrassed by content-filled slides (without big-time multimedia).