

## Senior Thesis Speech | PPT Tips

- Confine to each slide a single core idea—rather than adding more to an existing slide, just move on to the next one with your next thought/idea
- If your next idea does not have an accompanying image, don't stay on the previous slide—insert a blank, black slide to move to, reminding the audience to re-direct their attention to you the speaker instead of becoming distracted by the last slide
- Use as few words as possible—NEVER allow the words on the slide to be the same words that come out of your mouth. Many words on a slide encourages the audience to read ahead, so by the time you get around to saying it, they already know what you are going to say.
- There is no value in simply repeating in text what you are saying on stage—your audience can read, don't insult them and make yourself redundant!
- Instead of a slide that reads: "A black hole is an object so massive that no light can escape from it," try "How black is a black hole?" written on the slide, while the definition is spoken. The question piques the interest of the audience and your words become *more* interesting, not less.
- If you find yourself leaning toward bullet points, rearrange to make each point its own slide, use an image instead, or delete the bullet entirely.

### Specifics:

- Don't use the software's templates if you can avoid it—using the templates means everyone's presentation looks similar.
- Start with a blank slide and build out
- Neutral backgrounds keep the focus on the images (use black for photos—they stand out more)
- Stick with one easy-to-read font like Helvetica or Arial
- Use a font size of 28 point or larger, and be consistent with sizes (one size for titles, another for main ideas, smaller for supporting ideas)
- Use a high-contrast color—dark type on a light background, light type on a dark background
- If adding text to a photo, use a black bar at the bottom to add text that stands out
- Avoid bullets—use compelling images or single words instead
- Resist underlining and *italics*—they are hard to read, but **bold** is ok
- Use builds to add info to a slide (example—a chart to which information is added with a click as you talk about it)
- Nix the fancy transitions between slides and spinning drops into place, unless your topic calls for it (considering our audience, this might be more appropriate, but don't overdo it)
- Give credit where credit is due—all images should be cited directly under the image itself (write down where you found them as soon as you locate them, or you will NEVER find them again—speaking from experience!)

Info taken from *TED Talks: The Official TED Guide to Public Speaking* by Chris Anderson (2016)