

Tips for Preparing Your Presentation

TALKS:

Your presentation provides an important opportunity for you to tell your audience about your project, your methods/approach, findings, and the significance of your results (whether preliminary or final). The tips outlined below are intended to guide you in planning your presentation. In addition to the tips below, don't forget to contact your mentor for more help and to practice your talk. This will help reduce your nervousness about your presentation.

Preparation:

- Start planning your presentation well in advance so you will have time to practice your talk and make changes to improve it.
- Your talk should be aimed at your audience. Audiences for the Buffalo State Student Research and Creativity Celebration range from people knowledgeable about your discipline to those that have limited, or no, prior understanding of your discipline. You need to explain basic background information so that all members of your audience can appreciate the significance of your project, the approach you took in conducting your study, and any important findings you want to share.
- Speak directly to the audience. Try not to rely totally on reading written notes—this prevents you from making eye contact with your audience.
- Use supporting slides and/or overheads and refer to them during your talk.

Slides/PowerPoint/Overheads:

- Keep information on any given slide to a minimum. Too much information makes it difficult to read.
- Avoid slides with data tables that cannot be read past the first row in the audience.
- Graphs may be a helpful way to represent information. If you decide to use graphics, they need to be large enough to be easily interpreted by the audience.
- Limit the amount of text in each line of your slide. Use a font size that makes it easy to read from the far end of a classroom.

- If you use PowerPoint to create your slides, select a template that is visually attractive, but not distracting.
 1. Use the same template throughout your entire presentation to standardize color, font size, and arrangement of information.
 2. Try different color schemes to find one that is easy to read and uses colors that contrast. Light backgrounds with dark lettering or Dark backgrounds with light lettering maximize contrast and are easier to read by your audience.
 3. Use font size to highlight important ideas (largest font size) and smaller font sizes for details. Font sizes on slides should not be any smaller than 18 point. Avoid ornate fonts and avoid mixing font styles.
 4. Use upper and lower case letters. All uppercase lettering is hard to read.