

PREPARATION OF SLIDES FOR PAPERS

Listed below are suggestions which should improve the quality of your presentation:

1. Projected materials should be clear, legible and in letters large enough to be easily and quickly read by the audience.
2. Do not include more than 5 or 6 lines of data, results, methods per figure or table. The audience will be trying to read and will not hear your discussion if it cannot be read and absorbed quickly.
3. Limit the amount of data. Eight cells of data are about the limit, and four to six cells are better.
4. Do not photo-copy entire tables, especially those taken from theses or publications. Unless specially prepared, these do not copy well and frequently are illegible.
5. Do not expect the audience to appreciate hand lettered visuals poorly prepared for overhead projection.
6. Take care in the preparation and presentation of slides. They are an extension of you and your work and an indication of your respect for the audience.
7. Is the slide really necessary? Limit your slides to the minimum and carefully choose what you are going to say. One slide per minute is usually the maximum.
8. Remember you should know your own story better than anyone else. Others will be a bit slower in appreciating the story's significance, may not understand it as well as you, and may become more easily confused than you expect.