



## Presentation & PowerPoint Tips

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### Presentation Best Practices

- ✓ Engage your audience often. Avoid reading directly from your slides and instead tell stories, give hypotheticals, ask questions, use polls, and interact with your audience.
- ✓ Practice your presentation so your delivery and transitions are natural.
- ✓ Prepare for questions from the audience. Decide ahead of time if you would like to take questions from the audience during your presentation or if you would like your audience to hold questions until the end.

### PowerPoint Tips

- ✓ Create a Title Slide to include speaker name
- ✓ Be consistent:
  - Use the same fonts, colors, and slide formats throughout your presentation to keep your slides consistent. Duplicating slides in PowerPoint is a good way to do this.
- ✓ Use “audience friendly” colors and fonts:
  - Make sure the color of your text is easy to read on the screen. Stay away from red text, as it is often difficult to read. Make the words on the screen large, dark, and clear enough so your audience can read them without struggling.
  - Recommendation:
    - Sans Serif fonts – Calibri, Arial, Segoe UI, Helvetica, or Verdana
    - Font Size
      - Titles around **32–36 pt**
      - Body text around **20–24 pt**

- ✓ Keep it brief:
  - Don't overcrowd your slides with text. Limit the amount of information on the slide to avoid making the slide overwhelming and complicated. Use your speaker notes to explain the text on your slides.
- ✓ A good rule of thumb is about **1 slide per minute** of speaking time.
- ✓ Avoid reading off your slides:
  - Your audience can read the slides themselves. Use them to add to your speech and help your audience follow what you are saying.
- ✓ Create an ending slide:
  - This can be a slide with a "thank you," your contact information, or anything else you deem appropriate to end your presentation.

*Questions: Please contact the CLE Department at [cle@alaskabar.org](mailto:cle@alaskabar.org) or (907) 272-7469.*