Writing a PowerPoint Presentation

- Ask yourself why your audience should care about your topic.

- Plan your main points just like you would for an academic paper.

Designing Your Slides

- Use clear fonts and uncluttered layouts.

- Use Times New Roman, Arial, Verdana, or Calibri, sized 38–48 pt. for readability.

- Use high contrast. Avoid similar colors for background and text.

- Keep fonts, colors, and slide styles uniform throughout.

- APSU PowerPoint templates can help maintain professional design.

    - https://www.apsu.edu/identity/powerpoint.php

Title Slide

- Include your name, instructor, course, due date, and presentation title.

Content Slides

- Focus on one topic per slide.

- Use bullet points, not full sentences or paragraphs.

- Include images or visuals only if they help the audience understand the content.

Presenting Your Slides

- Rehearse in front of a mirror or a friend.

- Ensure you fit within the time limit and leave room for questions.

- Use breathing exercises before presenting.

- Maintain eye contact; avoid staring only at your slides, notes, or computer.

- Remember, you know your material best, trust yourself!

Citing Sources

- Cite any quote, paraphrase, image, graph, table, audio, or video used.

- Include all sources on a separate slide at the end.

- Formatting examples (Chicago style):

  - **Figure Format:** First Name Last Name of creator, *Title of Work* (Place of publication:

    Publisher, Year of publication), page number, figure number.

  - **Image Format:** First Name Last Name of creator, Title of Work, date of creation or

    completion, medium, Name of Institution, location (if applicable), URL.

American Psychological Association. (2020, February). *PowerPoint Slide or Lecture Note*

References. https://apastyle.apa.org/style-grammar-guidelines/references/examples/powerpoint-

references

The University of Arizona Global Campus Writing Center. (2023). *How to Make a PowerPoint*

Presentation. https://writingcenter.uagc.edu/how-make-powerpoint-presentation

University of Vermont Graduate Writing Center. (2023). *Designing PowerPoint Presentations.*

https://www.uvm.edu/sites/default/files/Graduate-Writing-

Center/GWC%20Guides/Genres/Powerpoint_Presentations.pdf