

PowerPoint Presentation Writing

APSU Writing Center Handout

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.

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.

References

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