

PHY1600

IN-CLASS **10-MINUTE** PRESENTATIONS.

Use of Power Point

Remember that you are the one who gives the talk, the slides do not!

Here are ten suggestions for success:

0. Remember you have an audience! Gear your talk to them, and their level of background

1. Look at and speak to your audience, not the slides
2. Make your title short, snappy, attractive, and comprehensible
3. Identify sub-headings and emphasize them in your slides and verbally (e.g. by a pause)
4. If you have more than one piece of information on a slide, make them appear one by one.
5. In a complex picture, make labels appear as you introduce its parts
6. In a graph, introduce axes and ensure they are labeled with readable labels
7. Introduce **ONLY** enough material to allow you to make your points in 10 minutes; therefore ...
8. ... ruthlessly excise all extraneous information, no matter how smart it makes you appear!
9. Summarize strongly, with main points abbreviated, one at a time on your slides

A handwritten signature in black ink, appearing to read 'Tony', with a long horizontal stroke extending to the right.