

# Oral Presentation Tips

## Good Slide Design

### Overall Slide Design

- Plan for one slide per every one to two minutes.
- Two (2) facts per slide
- Design Standard: Six lines of text per slide or fewer.
- Two simple slides are better than one complex slide.
- Be selective with graphics, they should support, not detract from your information.

### Color

- Use basic colors with high contrast between your background and text colors.
- Dark blues or greens with white or yellow text are recommended.
- Do not use more than three colors on a single slide, if possible.
- When choosing text color, avoid pastels, which cannot be seen by color-impaired audience members, and red, which does not project well.
- Highlight sparingly, using bright yellow.
- SGIM discourages black and white/grayscale PowerPoint slides.

### Font and Font Size

- We recommend using a title font size of 40 or 44 point and a main text font size of 24 - 36 point for lecturing in a large room. Size 18 point text may be legible, but only with difficulty.
- We recommend using a sans serif font for your slides (examples: Arial, Tahoma or Verdana).
- Avoid using bold and italics. Simple is better.

### Graphs, Charts, Pictures, and Tables

- Create your own graphs and charts. Remember: using material from a publication may violate copyright laws unless the publisher grants permission or you are the original author.
- For slides with a two-column table, the maximum number of rows should not exceed five; for a three-column table, the maximum number of rows should be three.

### Graphic Design Tips

Graphics can enhance your lecture, helping you maintain audience interest, and helping the audience remember important points.

- Make sure that information on your graphs, tables or figures matches the text on the slide.
- When presenting in a large meeting room or ballroom, design your graphics so they are legible to the person in the last row.

## Speaking in Public

Prepare a concise presentation that fits within the allotted timeframe without rushing. Practice, practice, practice! Public speaking is an art.