

## Pointers for Preparing a Scientific Research Talk Using Power Point

### Visuals

- ✍ A picture is worth a thousand words.
- ✍ Make sure that lettering is large enough for those with poor eyesight to read.
- ✍ Make sure pictures, graphs, and tables are large enough to view in detail.
- ✍ Keep each slide as simple as possible to get your point across.
- ✍ Use high contrast text and illustrations.
- ✍ Don't get carried away with designs and animation- they can be very distracting.
- ✍ Keep the backgrounds plain or very simple so that the audience will be able to focus on your message. Black text against a white background is the easiest to read.

### Organization

- ✍ In planning your slide show presentation, be sure to "tell the audience what you are going to tell them, tell them, then tell them what you told them."
- ✍ Use the toolkit Poster Template for a Scientific Research Talk to help you organize your presentation.

### Content

- ✍ Go from broad to narrow as you introduce the research.
- ✍ Do not use jargon, and when you do need to use specialized terminology, define the words for the audience.
- ✍ Keep text to a minimum.
- ✍ Spell check all text.
- ✍ Provide illustrations and examples to help the audience understand the information

### Graphs and Tables

- ✍ Label items and the overall content of a graph or table.
- ✍ Indicate sample size and standard error bars.
- ✍ Make sure all text is large enough and contrasts enough to read well.
- ✍ Don't use 3-D graphs unless they are necessary to provide information.
- ✍ Be careful about color choices, as many people are colorblind. It is preferable to use contrasting shades or textures in graphing data.

### Practice makes perfect

- ✍ Time the length of your talk and make sure you leave enough time for questions at the end.
- ✍ Practice your talk for your mentor or another experienced person, leaving enough time to make changes or refine the presentation.
- ✍ Practice using eye contact with your audience and projecting your voice towards the back of the audience.
- ✍ Avoid looking at your slides and notes too much by practicing.