

# General Guidelines for Powerful Presentations

1. 5 x 5 rule (no more than 5 bullets with 5 words each per slide).
2. Always have a title slide.
3. Always end with a summary slide. A summary slide should not say “The End” but rather it should summarize the main points of the presentation.
4. Always cite your sources in the footer.
5. Check for spelling, grammar, and capitalization.
6. Use graphics, sound, animation, and slide transitions to make the presentation more interesting.
7. Do not overuse animation as it can be distracting.
8. Do not overuse sound as it can be distracting.
9. Do not read from slides when presenting. The audience can read. Bullet points are only a brief synopsis. The presenter should elaborate on each bullet point.
10. Use high contrast colors when choosing background designs and text color. High contrast colors are black and white or blue and yellow.
11. For most presentations, each slide should use the same background. A different background on every slide is distracting and looks scattered.
12. Do not copy/paste from the internet. If you must use a quote, cite the source and enclose in quotation marks.