A Guide for Effective Presentations

Inglés II - 2025

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Topic and Definition

Information presentations are a series of slides focused on a particular topic. They are created for different purposes using various available programs.

Objectives

- To support the spoken message of the presenter

- To clarify and visualize key points

- To engage the audience with dynamic content

They are used for
Lectures
Oral Presentations
Work Presentations
Oral Exams

Key Features of Effective Presentations

- Brief text with clear and concise information
- Supporting visual resources
- Sound and animation (if necessary)

Structure

Tips for layout and format:

- Cover slide with title, institutional information, and team members or presenter/s

- Slides with topic development, following a certain order

- A final slide for thanks or questions, which must include contact info

Very important!

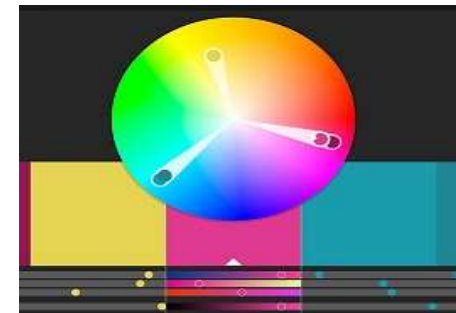Clear information and short sentences

Few slides (approx. 10–12)

Bullets and necessary animations

Font size (+20 pts), Arial or Calibri

Good quality and readable images

Calm design and colors

Helpful Resources

How to use PowerPoint:

https://www.youtube.com/watch?v=l5Ij7nUy9UQ&t=97s

How to use slides in your OP

✅ DO:

- ✓ Use slides to support your message, not replace it
- ✓ Keep text short and readable (with keywords, phrases)
- ✓ Use images and diagrams to explain complex ideas
- ✓ Speak freely—use notes or memory, not the slide text
- ✓ Keep eye contact with your **audience**
- ✓ Use large fonts (at least 20 pt)
- ✓ Practice with a timer (around 1 min per slide)
- ✓ Use one main idea per slide
- ✓ Leave white space—avoid clutter

How to use slides in your OP

✘ DON´T

➢ Don't read everything from the screen

➢ Don't overload your slides with text

➢ Don't use distracting animations or too many effects

➢ Don't turn your back to the **audience**

➢ Don't speak too fast or too softly

➢ Don't use tiny fonts or low-quality images

➢ Don't switch topics too quickly

➢ Don't use slides as your script—talk naturally

Conclusion

Presentations are used as support for oral discourse.

They follow an organized structure to explain a topic coherently.

Begin with an introduction, develop the topic, and conclude.

End with thanks and contact info.

Revise and practice the presentation beforehand!

Thank You for Your Attention

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