

Tips for Creating an Effective Earth+ Presentation

Preparation

- 1) Know your stuff. The more you know about your subject, the better you will be able to choose what to tell your audience about it and how to illustrate those ideas with pictures and graphic elements on slides. **KNOWING YOUR SUBJECT IS THE MOST IMPORTANT THING YOU CAN DO TO GET READY TO CREATE AN EFFECTIVE PRESENTATION.**
- 2) A good way to start creating a presentation is to write an essay that communicates what you want your audience to understand. Writing the essay will help you to put words to your thoughts and to decide what order to present them in. To help you to organize your thoughts for the essay, you may want to first fill out a Talking Points worksheet.
- 3) Next, write down a set of short sentences or phrases that state the main points of your essay. These are the most important ideas and facts that you want to communicate.
- 4) The final step of preparation is to create a story board, with each panel representing one slide in the slide show.

Creating the Presentation

Whatever software tool you use to create your slideshow, there are a few useful guidelines for making your presentation look good.

- 1) Don't use a lot of different fonts. At most you want two—one for slide headings and one for slide text. It's OK to use a few different sizes of the same font, though.
- 2) Don't clutter up your slides with a lot of text. Each slide should have a only few phrases or one or two sentences. The slides are there to illustrate and add emphasis to what you are going to say during the presentation, not as a script.
- 3) Take the time necessary to find or create great pictures and graphics. That's the biggest difference between a great slide show and a poor one.
- 4) Don't use fancy transitions between slides. It's true that they may attract attention, but they're actually attracting that attention **AWAY** from what you want your audience to be thinking about. Focus your creativity on putting in the right words and pictures.