

MAKING POWERPOINT SLIDES: OUTLINE AND STUCTURE

Dr. Rajnish Mishra

Assistant Professor, Department of English

SGPG College, Sarurpur-Khurd, Meerut

**BA English Part I, Semester
1 (English Prose and Writing
Skills)**

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OUTLINE

Make your 1st or 2nd slide an outline of your presentation

Ex: previous slide

Follow the order of your outline for the rest of the presentation

Only place main points on the outline slide

Ex: Use the titles of each slide as main points

SLIDE STRUCTURE – GOOD

Use 1-2 slides per minute of your presentation

Write in point form, not complete sentences

Include 4-5 points per slide

Avoid wordiness: use key words and phrases only

SLIDE STRUCTURE - BAD

This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

SLIDE STRUCTURE – GOOD

Show one point at a time:

Will help audience concentrate on what you are saying

Will prevent audience from reading ahead

Will help you keep your presentation focused

SLIDE STRUCTURE - BAD

Do not use distracting animation

Do not go overboard with the animation

Be consistent with the animation that you use
