Notes from Mr. Young's Power Point Presentation:
How to produce effective Power Point enhanced speeches

I. Design
A. Don't focus on lots of text; you should be the focus
B. Don't overdo the background. Check out what your slides look like on the actual screen
C .Don't have so many random visuals, and don't use lots of sound effects
D. Don't use super slow effects (letters creeping in one at a time, etc

II. Presentation
A. Don't read everything on your slide if it is obvious to the audience.
B. Don't ever read your Power Point word for word. Use it as a reference
C. No need to write everything you plan to say. The audience will then just be reading the slides and not paying attention to the speech.
D Keep pictures up long enough for the audience to get a good look at them
E .Don't turn your back to the audience

III. Guidelines
A. Use large easy to read font
B. Use a font color that contrasts with the background
C. Don't use too much text on one slide
D. Provide main points (bullet points or numbered)not word for word writing

IV. Images
A. One image per slide (or one focal point)
B. Keep text to a minimum on image slides
C. Make image large enough for everyone to see
D. Images are visual cues to the idea you are talking about
E. Use simple, clear graphs if you use graphs or charts

In a nutshell:
1. Avoid entrance effects
2. Make effects quick and subtle
3. Avoid clutter
4. Small amount of information on each slide (3 or 4 points per slide)
5. Large text
6. CREATE CONTENT FIRST THEN ADD DESIGN
7. Explain your words as you speak
8. Position the laptop so you face your audience
9. A Power Point presentation is not the same thing as a written essay on slides. Wait until the last slide to add your name. Don't add headings like introduction, body, conclusion, and write phrases and words rather than complete sentences as your main bullet points.
10. Use your work time effectively and bring your notes and flash drive to all classes when you plan to work on computers .
11. Remember the guidelines for making speeches and incorporate them into your power point. A power point is sort of a visual aid and sort of your note cards; it's not your whole speech. What you say to the audience is your speech