Use of PowerPoint and other slides

- Face the audience, not the screen.

- Point with the mouse on the computer, or with a laser pointer on the screen.

- Stand to one side, so people can see the screen.

- Give the audience time to read your slides.

- Make sure your font is large enough to read from a distance (e.g. Arial size 22 for PowerPoint).

- Use a font colour which contrasts strongly with the background of your slides.

- Have a maximum of about 40 words on each slide/transparency.

- Use only relevant content.

- Design the slides to support what you are saying, not to hide it.

- Include references in the text of your slides where necessary, and provide a reference list at the end of your slides.

- Avoid distractions such as moving images on your slides.

- Use simple transitions between slides.

- Use a simple background, and stick to the same background for each slide.