

*Some issues to keep in mind as you prepare  
capstone PowerPoint presentations*

- Make sure colors are compatible
- Text must be legible to entire audience
- Do not include content that will not be presented or discussed
- Do not read the content of your slides
- Assume that audience's attention is either on what you are saying or what you are showing on the slide  
-- and not that they can do both simultaneously
- Minimize use of fancy slide transitions
- Include meaningful, supportive graphics, but not lots of "cutesy" graphics
- Include an overview and introduction that engage the interest of the audience  
-- make it clear why they should care
- Organize information from general topics to more specific/technical topics
- Give an general overview of the experimental design/strategy
- For particular experiments: couple presentation of methodology, results, and interpretation
- Present only data that you will discuss
- Discuss all data that you present
- Write or simplify tables and graphs as required
- Do not provide un-used handouts
- Summary should tie results to hypothesis and question
- Final presentation should include acknowledgements
- Have your advisor or other students look over your PowerPoint
- Do not reintroduce yourself or your topic to the audience if this has already been done by the person who introduced you.
- Relax!