



# Transforming Your Slides

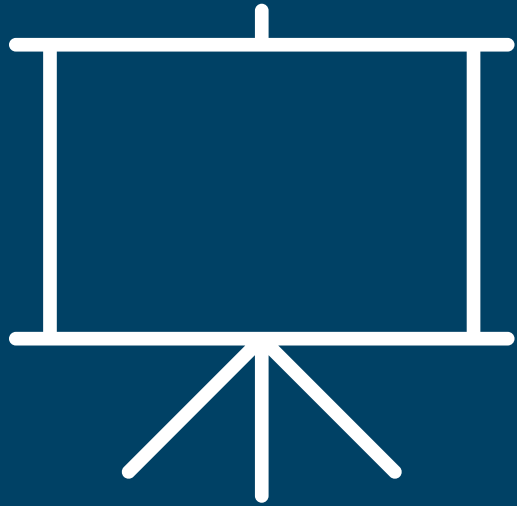
Tips for Creating Slideshows to Enhance Your Presentations



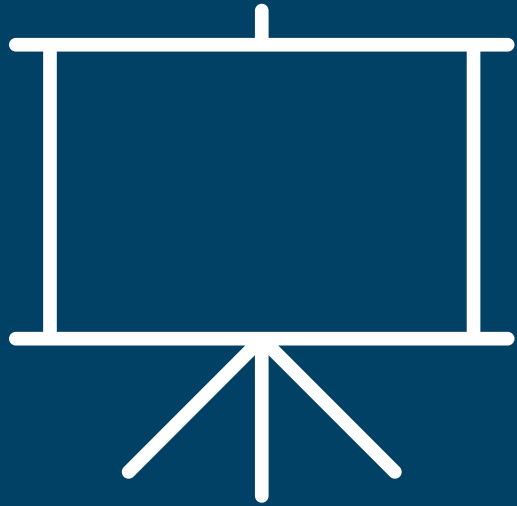
# WHERE'S THE MESSAGE?

- You can easily bury your message in too much fluff
- Long, bulleted lists, **CRAZY FONTS**, animations **wild colors**, are just a few ways to distract your audience from your message
- Using too many words, just going on and on, over-explaining and rambling can get you in trouble, too
- Is this your message?
- Is this the impression you want to leave?
- A cluttered message is an ineffective message.
- Do you really want an ineffective message?
- What about pictures? Are pictures good?





**A good slideshow  
can enhance your  
presentation**



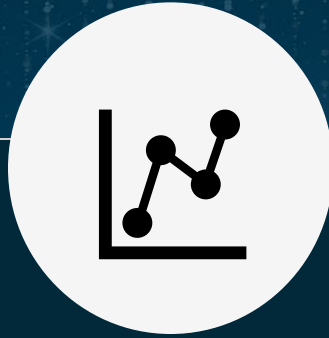
**A bad slideshow  
can weaken your  
presentation**



# Today's Agenda



Good slides  
vs.  
Bad Slides



Tips and  
Trends



Top Thing You  
Should Know

# Tip 1 - Avoid Wordiness

One of the tips for transforming your slides is to avoid large blocks of text on your slides. Large blocks of text look busy and are difficult to read. Despite the fact that they are difficult to read, your audience may try to read a large block of text anyway. When they are reading a lot of text, or really any sentences that seem like they should be read, that means they are not paying attention to you. If you try to talk while they are reading, they are probably not going to hear your message. They are giving their focus to reading what's on the screen. One of the ways to avoid this is to use fewer words. Is it fewer or less? Use fewer among things that are counted, like apples or words. Use less among things that measured, like distance, time or effort. But that's another topic, use fewer words on your slides to avoid wordiness.

Another way to avoid wordiness on your slides, in addition to, of course, putting fewer words on your slides, is to give your audience a handout. This will help them know what the main points are without them needing to read a bunch of words that you thought were helpful but that you really should have edited down to a reasonable length – just main points – to benefit your audience and your presentation.

Just because you have the space on a slide, doesn't mean you need to use it. It's ok to leave some space blank. This is difficult to read, and if you've read it all, you may see that it's not as useful as what the presenter is actually saying. Or, if it's more useful than what the presenter is saying, you may want to encourage the presenter to refine his or her message and better rehearse the delivery. This large amount of text shouldn't be the main focus of the presentation at any point during the presentation.

# Strategies to Avoid Wordiness

No large blocks of text

Use large, readable font (30+ pt)

Emphasize the main points

Don't be afraid of white space

No Sentences

Use the 6x6 rule



# Strategies for Photos, Multi-Media



- ✓ Relevant to your message
- ✓ Not too many per slide
- ✓ Not distracting or overwhelming



# Tip 3 - Use High-Contrast Colors

- Avoid bright colors or low contrast colors
- High-contrast colors are easier to read
- Use Templates

This is hard to read.

This is hard to read.

# Tip 4 - Use Appropriate Animations

- Too much animation can be bad
- Slides look cluttered
- Distracting
- Looks unprofessional



# Strategies for Animations

Highlight Main Points

Font colors or size

Underline or other emphasis



Outline



Write



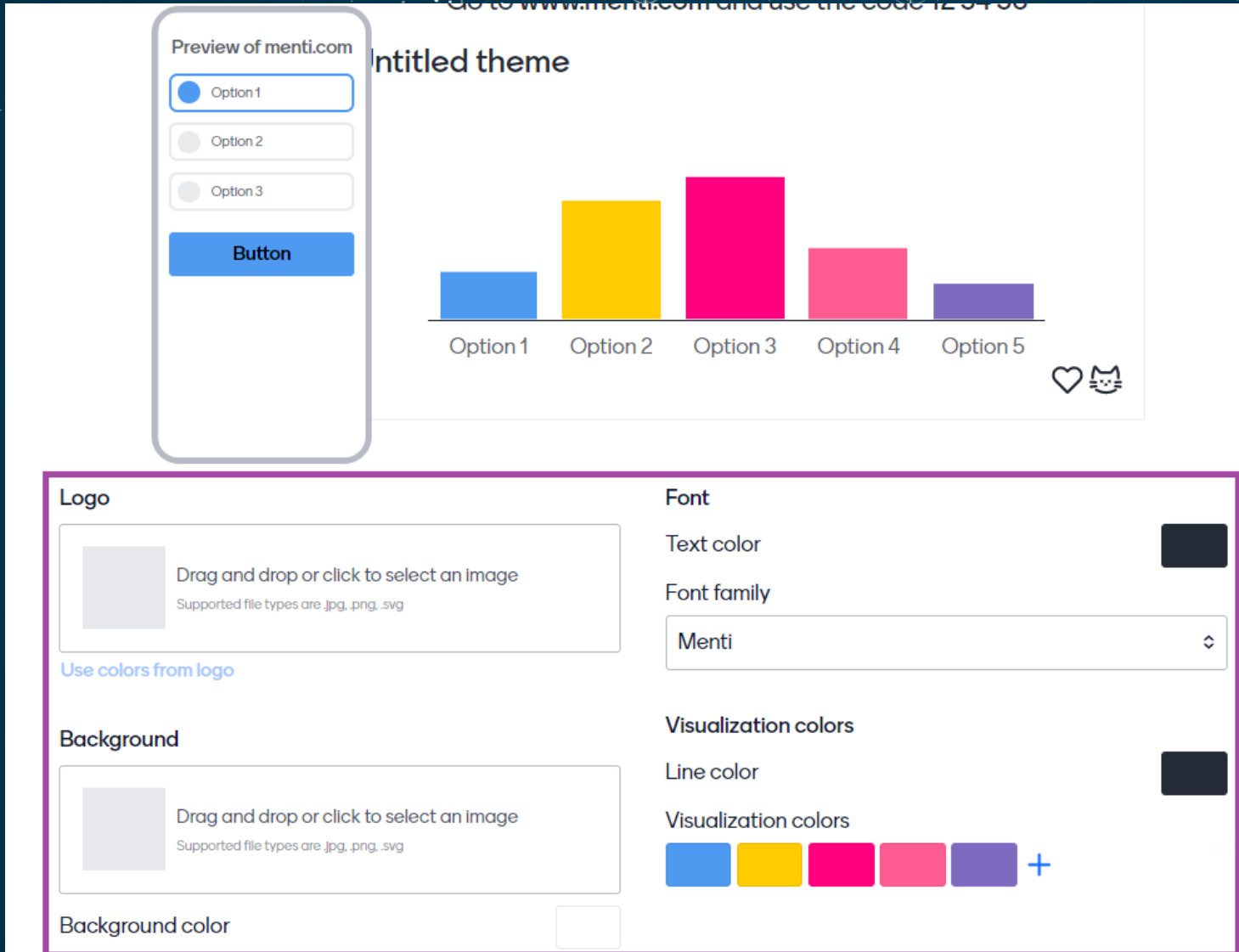
Rehearse



Present



# Tip 5 - Use Interactive Elements



 **Mentimeter**

**slido**

 **Poll Everywhere**

**TOASTMASTERS**  
INTERNATIONAL

# Strategies for Interaction

Post a link for users

Ask for audience choice

Take an informal poll

 [tantillos.com/toastmasters](https://tantillos.com/toastmasters)



# Tip 6 - Be Consistent

Layouts

Graphics

Fonts



# Strategies for Consistency

Templates

Built-in Graphics

Fonts



Font Styles

Serif

San Serif

*Script and Handwriting*

Cartoon and Symbols😊

# Tip 7 - Be Correct

According to a research at an English university, it doesn't matter in what order the letters in a word are, the only important thing is that first and last letter is at the right place.

The rest can be a total mess and you can still read it without problem. This is because we do not read every letter by itself but the word as a whole.

# Strategies for Correctness

Review your slides

Read slides aloud

Read slides backwards

Use built-in grammar, spelling tools



# Tip 8 - Be Ready and Be Flexible

:(

Your PC ran into a problem and needs to restart as soon as we're finished collecting some error info.

1% complete ...

# Strategies to Be Ready and Flexible

Rehearse

Presentation length

Check your AV?

Sources cited, Q&A

Know your message?

Solicit feedback

# Tip 9 - Join a Toastmasters Club

International organization

Self-paced

Practice skills

Immediate feedback

Safe environment

Networking opportunities



# Tip 10 - Slides Are a Visual Aid

*How to Avoid Death By  
PowerPoint* | David JP Phillips |  
TEDxStockholmSalon | 4-14-14

[youtu.be/lwpi1Lm6dFo?si=ZwH9SybhflvhGT72](https://youtu.be/lwpi1Lm6dFo?si=ZwH9SybhflvhGT72)





# Sources

- 10 Tips to Make Your PowerPoint Presentation Effective (24slides.com)  
<https://24slides.com/presentbetter/10-tips-to-make-your-powerpoint-presentation-effective>
- Top 6 PowerPoint Tips and Tricks for Creating Effective Presentations in 2024 - INK PPT  
<https://www.inkppt.com/post/powerpoint-presentation-tips-2024>
- Top PowerPoint Presentation Design Trends for 2024 - SlideGem  
<https://slidegem.com/top-powerpoint-presentation-design-trends-for-2024/>
- Quite Possibly the World's Worst PowerPoint Presentation Ever  
<https://slideplayer.com/slide/1406718/>
- How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon  
<https://youtu.be/lwpi1Lm6dFo?si=a-GkM6frxpgFRN14>

# Any Questions?

**Andrea Tantillo, DTM**

agtantillo@gmail.com

[tantillos.com/toastmasters](https://tantillos.com/toastmasters)

