

# Criteria For Effective PowerPoint

- Do not read the presentation!
- Do not turn your back to the audience.
- Only use all caps for titles.
- Check the spelling and grammar.
- Select colors carefully.
- Font size should be 24 or greater.

# 6 X 6 Rule

For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide

# Criteria For Effective PowerPoint

Text and graphics should be large enough to read, but not so large as to appear "loud."

# Criteria For Effective PowerPoint

Do not read from your slides.  
The content of your slides is for the  
audience, not for the presenter.

# Criteria For Effective PowerPoint

Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience.

# Criteria For Effective PowerPoint

Use contrasting colors for text and background. Dark text on a light background is best. Patterned backgrounds can reduce readability of text.