

EFFECTIVE POWER POINT PRESENTATION FOR ACADEMIC EVENT: HOW TO?

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ABSTRACT

The presentation is the common means for communication to the attendants who listen to it. Of several tools, the power point presentation is the widely used at present. This tool is displayable via Window operation system. How to prepare a good power point for presentation for academic event is usually the question for the beginner in academic society. In this short article, the authors review and summarize on important concept on effect power point preparation for presentation in academic event.

KEYWORDS: PowerPoint, Preparation, Academic.

INTRODUCTION

The presentation is the common means for communication to the attendants who listen to it. Of several tools, the power point presentation is the widely used at present. This tool is displayable via Window operation system [1]. A good power point is proven useful for both academic education and presentation [2]. How to prepare a good power point for presentation for academic event is usually the question for the beginner in academic society. In this short article, the authors review and summarize on important concept on effect power point preparation for presentation in academic event.

The concept for good preparation of a power point:

There are several important considerations for a power point. The issues to be mentioned include outlines, slide structure, fonts, colour, background, graphs, orientation and spelling and grammar.

TITLE PAGE

This should be clear and there should be the name of picture of the speaker.

OUTLINES

Outlines are necessary and used as the summative ideas to attract the listeners to follow the presentation. It should be placed in the 1st slide after the title page

The simple selection of outlines is the use of use the titles of each topic of slides as main points,

SLIDE STRUCTURE

The slide should be places in concordant with the time frame. The appropriate placement is 1slide per 1 -2 minutes of presentation. Writing should be in point form and void the use of complete sentences. There should not be many points per slide. The appropriate amount is 4-5 points per slide.

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Finally, it is necessary to avoid wordiness. It should use only key words and phrases only. The presentation should be well aligned. Point by point presentation is important since it will help the power point reader follow the presentation.

FONT

Appropriate font is needed. A standard font such as Times New Roman or Arial should be selected. The size of the font should be at 18-point font. The use of differentiation of fonts for main points and secondary points by different sizing is suggested. The recommended font size is 24-point for general writing, 28-point for the topic and 36-point for the title. Italicizing or bolding or capitalizing should be avoided.

COLOR

A color of font must contrast sharply with the background such as blue font on white background or white font on blue background. Grading of color is also important for help differentiation of important and non-important details. The darker color should be used for the title.

BACKGROUND

Use background that is simple but attractive. The contrasting with the font is the concept for selection. The same background should be consistently used throughout the presentation. Multi-color background should be avoided.

GRAPHS

A graph is better than wordy description. A good graph should be easy but retain important raw data. The title of the graph is necessary.

ORIENTATION

Chronologically order of the content is very important. Rechecking for this point is necessary before complete the preparation of the slide.

SPELLING AND GRAMMAR

Similar to checking for orientation, checking for spelling and grammar is needed.

CONCLUSION

Conclusion should be added for summary of all contents of presentation. It might also give the idea for next possible action of the followers.



Figure 1. Example of a power point presentation showing the title page

CONFLICT OF INTEREST: None

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