EFFECTIVE POWER POINT PRESENTATION FOR ACADEMIC EVENT: HOW TO?

SORA YASRI*, VIROJ WIWAANITKIT**

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.

**KMT Primary Care Center, Bangkok, Thailand.
**Honorary Professor, Dr DY Patil University, Bangkok, Thailand.

Correspondence E-mail Id: editor@eurekajournals.com

© Eureka Journals 2018. All Rights Reserved. ISSN: 2581-3439
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.
CONFLICT OF INTEREST: None

REFERENCES
