

## APSU Writing Center

### Writing a PowerPoint Presentation

#### Writing a PowerPoint Presentation

- Before you create your presentation, clearly define your purpose. Consider why your audience should care about your topic. Start by creating an outline just like you would do for an academic paper. Go over the main points you want to discuss.

#### Designing

- **Choose simple fonts and designs**
  - Do not put everything you are going to say word for word on each slide, make the slide concise and easy to read.
  - Utilize fonts like Times New Roman, Arial, Verdana, or Calibri in large font like 38 to 48pt.
  - Use contrasting colors such as a light background with dark text.
  - Avoid using similar colors for the background and the text color.
  - Keep your slides consistent with the same fonts, colors, and styles.
- **Use the APSU Powerpoint Templates**
  - <https://www.apsu.edu/identity/powerpoint.php>
- **Title Slide**
  - Include your name, the instructor's name, the course, the due date, and the title of your presentation.
- **Information Slide**
  - Limit each slide to one topic to establish organization.
  - Present content in bullet points, rather than complete sentences or paragraphs.
  - Include images only when they help the audience understand or visualize content.
- **Include In-Text Citations**
  - Include in-text citations for any quote, paraphrase, image, graph, table, data, audio or video file that you use within your presentation.
- **Cite Images & Diagrams**
  - All sources cited throughout your presentation (including any images or graphs) must be included on a separate slide at the end of your presentation
  - Your citations should be the same as your academic papers, be sure to review style guides.
  - For example Chicago Formatting:
    - **Figure Format:** First Name Last Name of creator, *Title of Work* (Place of publication: Publisher, Year of publication), page number, figure number.
    - **Image Format:** First Name Last Name of creator, Title of Work, date of creation or completion, medium, Name of Institution, location (if applicable), URL.

#### Presenting

- Prepare for your presentation by practicing. Present your slides in front of a mirror or to a friend. Time yourself and make sure you fit within the presentation limit while allowing time for questions at the end.
- Practice breathing exercises before you present to calm your nerves.
- Focus on maintaining eye contact with your audience while presenting. Try not to stare only at the slides, notes, or computer screen.
- Remember that you are capable of this presentation as you know the material best!

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**References**

American Psychological Association. (2020, February). *PowerPoint Slide or Lecture Note References*.

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/powerpoint-references>

The University of Arizona Global Campus Writing Center. (2023). *How to Make a PowerPoint Presentation*. <https://writingcenter.uagc.edu/how-make-powerpoint-presentation>

University of Vermont Graduate Writing Center. (2023). *Designing PowerPoint Presentations*.

[https://www.uvm.edu/sites/default/files/Graduate-Writing-Center/GWC%20Guides/Genres/Powerpoint\\_Presentations.pdf](https://www.uvm.edu/sites/default/files/Graduate-Writing-Center/GWC%20Guides/Genres/Powerpoint_Presentations.pdf)