

## RESEARCH SLIDES HOW-TO

### What are slides/what is a slideshow presentation?

- A slideshow presentation is a spoken presentation accompanied by a series of slides containing both images and text related to the content you are speaking about. The text on each slide helps serve as a guide for your spoken presentation, and the images can help supplement the content you are presenting.

### When might you present slides?

- You might present slides for a meeting within your workplace/research group, a class project, or a science fair. It's a very versatile medium for a presentation!

### How do you make slides?

- Many programs are available to create slides. This includes:
  - Microsoft PowerPoint
  - Google Slides
  - Canva
  - Keynote

### What should you put on each slide?

- 1. Text
  - Write in bullet points or smaller sections of text rather than in blocks of text
    - This will help you add on to what you've written rather than just reading off of what you've written down
    - More visually appealing, less overwhelming, and more engaging!
  - Put key words, statistics, and facts into the bullet points, and build upon them with your knowledge of each point
    - It will likely be easier to remember your original thoughts and conclusions about the statistics and facts that you are presenting rather than the facts themselves. So, make it easier for yourself to present: put the facts, key words, and statistics on the page, and speak your original thoughts and conclusions
- 2. Graphics
  - Balance out the bullet points of text with graphics
  - Graphics may help your viewers understand the data or content that you are presenting better. Think: diagrams, graphs, charts, etc!
    - You can also try to diversify the types of graphics used
      - This can help cover several bases of understanding the topic you are covering as well as make the graphics less repetitive and more interesting to look at
  - Try to "show not write", use graphics on your slides and then talk to describe a bit more in detail

## Timing

- 1. There is no set rule for the amount of time you should spend on each slide, but learn what works best for you!
  - If you tend to rush when you present and end up skipping over important topics or only covering the surface of what you've written, try to encourage yourself to spend more time on each slide
  - If you tend to ramble on slides, going too in depth or off topic, cut down the amount of time you spend on each slide
  - Another tip is record yourself speaking about each slide so you can clearly see where you might be rambling too much, or where you may not go in detail enough
- 2. However, if you're stuck finding a good amount of time for each slide, a good starting time is around one minute per slide

## The Spoken Presentation

- 1. Take the text on your slides as a guide, rather than a script
  - We do this because it makes your spoken presentation add content to the slides! If your spoken presentation is identical to the written one, the viewers of the presentation could just read your slides with no additional benefit of having you read it to them
- 2. Engage your audience
  - Ask if they have any questions, ask them questions, relate to them, etc.
  - Slide presentations are very personal and can be very successful if they are engaging!