

## Tips for Creating Oral Presentations

- I. General order of slides
  - A. Intro
    1. Start with story / news item / example
      - a) Need 30 secs to let audience wake up to your topic
    2. Lit review: 3-5 citations
    3. Hypothesis / Refined Research Question: make this VERY clear
  - B. Methods
    1. Can combine materials, participants, procedure in any order
    2. Often works well to make procedure primary, and introduce materials as they come up
  - C. Results & Discussion
    1. Restate expected pattern
    2. Give observed pattern
    3. Significance test
      - a) Describe what the test was designed to test: e.g., *t*-test was used to compare the means of these two groups; correlation was used to measure the degree to which these two variables were related, etc.
      - b) Give results of test
    4. Interpretation
    5. Limitations
      - a) Don't beat yourself up – spend most of time on your results, not on problems with your study
      - b) Do address obvious problems
    6. Future directions
  - D. (No need to have a “References” section.)
  - E. Ask audience for questions
  - F. Say “thank you” when you're all done.
- II. Look at previous presentations for PSY 220 on the course webpage
- III. Select design template (color scheme, background graphics) first, before working on text
  - A. Use high contrast background and text: e.g., black or dark blue background, white text
  - B. Minimum font size: 16. 20 is safer. Must be readable from the back of room 147.
  - C. Slide transitions and animations: not distracting, generally use “appear”
- IV. Figures
  - A. Make as large as possible – fill up page if you can
  - B. Generally, do not copy and paste from Excel – figures do not scale well and changes are difficult. Save figures from statistical software in PNG format.
  - C. Don't need to write “Figure 1” – just put a statement at the top telling what the figure is showing: “Music tempo and alcohol consumption.”
  - D. Label your x and y axes. Can use text boxes in PPT to replace labels.
  - E. Put significance test information next to or under figure, using a text box. Don't put figure on one page and significance test information on another page.
- V. Images / clip art
  - A. Okay, but don't go overboard – should inform, not distract