

# T O P 10 Presentation Mistakes



## SMALL FONT ON SLIDE DECK

**Why:** Trying to fit too much text on the slide

**Do Instead:** Use a minimum of 30pt font; stick to one point per slide



## BAD FONT COLORS

**Why:** Didn't test presentation on an LCD projector

**Do Instead:** Avoid red & green; use high contrast between font and background



## READING YOUR SLIDES

**Why:** Using your slide deck as an outline; not familiar enough with the content

**Do Instead:** Print out your outline; only put the main point on the slide; practice to be familiar with the content



## OVERUSE OF JARGON AND ACRONYMS

**Why:** Not simplifying your message

**Do Instead:** Create your presentation for the non-expert



## SELF-DEPRECATING LANGUAGE

**Why:** Nerves; lack of confidence; imposter syndrome

**Do Instead:** Just don't self-deprecate yourself; Practice, Practice, Practice



## TALKING TOO FAST

**Why:** Nerves or too much content for allotted time

**Do Instead:** Practice to reduce nerves and plan for about 2 minutes per slide



## APOLOGIZING FOR SLIDE DESIGN OR CONTENT

**Why:** Lack of planning

**Do Instead:** If the slide content or design makes you cringe, change it or delete it.



## TOO MUCH ANIMATION

**Why:** Too focused on bells and whistle of presentation software

**Do Instead:** Clearly identify how animation supports the message. If you can't, don't use it.



## USING A RED LASER POINTER

**Why:** Too much content on slide; not having a clear point

**Do Instead:** Minimize content on slide; use the highlight or spotlight feature to focus the audience's attention



## GOING OVER ALLOTTED TIME

**Why:** Lack of practice or trying to cover too much content

**Do Instead:** Be clear on the main message and the points you need to make; practice

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Presenting your best self, digitally