First Slide: Title Page:
- Title
- Your name
- Other people who worked directly on the project/report’s names
- Acknowledge major supporters (your institution, grantor, advisor)
- Leave acknowledgements (for minor contributors or sources) till the end

Second Slide: Outline:
- Very brief outline of entire talk, so people know where you are going and how much you have left to cover

Third Slide: Purpose/Introduction
- Be succinct here

The Rest of The Talk:
- Generally, title each slide
- Approximately 1 slide/minute
- You should not read text from slides; slides should outline, often with bulleted points, the salient features of what you are talking about. Slides should not be text heavy – you do not want people to be reading the slides while you are talking, too distracting. The only time you want full sentences or a paragraph is to really push home an important point or for a quote.
- A representative picture on each slide is not a bad idea, for those who are more visual
- With PowerPoint, you can add animations (your bulleted points can be animated), sounds, movies. It is good to add a little something to spice it up, but it is easy to overdo it, especially with sounds that are not integral to the talk.

Last Slide: Conclusions (title it that)
- So people understand what they were supposed to get out of it, and so that they know you are done.

The one after the last slide: acknowledgements and cite sources.
- It is just as important to cite sources on an oral presentation as in a paper. You do not need to read this slide, you can just put it up at the end of the talk.

Other Notes:
- You should not over-practice a talk: do not memorize your text! (Do not write all your text on the slides, either). Those kinds of talks are so painful to listen to. If you practice it 2 or 3 times, you should remember enough that the bulleted points of each slide bring back what you have to say, and you can sound like you are talking from knowledge rather than from memorized text.
- Between the first and the second slide, you can have a hook, a joke, a cool picture, a good quote, a demo, a story, something to get the audience hooked right from the beginning. It does not necessarily need to flow so well with the rest of the presentation.
- Pauses add drama (pause prompts).
- Interact with the audience as much as possible, especially on talks longer than 20 minutes.
- Meaningful video or a quiz (interaction) is great for breaking up a talk over 30 minutes (attention span).
- For formal presentations, at the end, if you are expecting applause, do not ask "any questions" until after the applause occurs. Just say "the end" or some-such, and wait. After applause, you ask for questions.
- Minimal equations
- Dress well
- Pay attention to time limit