What Not to Do: The “Don’t's” of Slides: How to Avoid the Most Common Mistakes When Preparing PowerPoint Presentations

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Objectives:
➢ To find the most common mistakes of preparing presentation slides
➢ To find major factors of preparing great presentation slides

This Is a Bad Slide
➢ Use contrasting colors of the text and background (it is better to use a light background with a dark text)
➢ Use the font that is big enough (18 font at least)
➢ Don’t be TOO creative with the font style – make it readable
➢ Use consistent bullet points and font styles
• Don’t use clipart

Examples of the real slides made with the common mistakes:

The quality of the PowerPoint Presentations is even more crucial in business:

“A vicious circle
Bad presentations
Bad communication
Bad relations
Less sales
Less money
Less training”

“Preparing like a pro means making the time to consider the clarity and appearance of your slides.”
(P. Fripp, 2017)

Conclusion:
You don’t have to be a designer to make good slides. Keep it simple. Make it clear. Check for typos and grammar mistakes. Use one idea per slide.
Making a good PowerPoint Presentation isn’t easy but it is worthwhile because it contributes to how knowledgeable and credible you appear during your presentation.

References: