Some points to consider
for a good oral presentation:

Contents and Preparation

- What are the main points you want to make?
- What is the logical flow (storyline) of your presentation (as opposed to the steps you took to come to your conclusions)?
- Which supporting material do you need (graphs, tables, pictures)?
- What does the audience already know, what needs to be introduced in your presentation?
- How can you create a connection with your audience? (jokes, reference to work done by people in the audience or at the host institute, references to previous or following presentations or lectures)
- What level of detail needs the audience to understand your main points?
- whenever possible, test your presentation on site before giving it

Viewgraphs

- 1 slide per minute is enough
- overall talk structure: title – contents – introduction – talk – summary – acknowledgements
- the summary should be as short as possible but still contain all your main points
- consider to add a small area to your slides indicating the position within the talk
- use page numbers
- consider to put your name and institute in the template
- use a consistent layout, preferably with "corporate design" or your own style
- use large enough and consistent font size
- use only limited number of fonts
- font changes are used to emphasize differences
- limit the number of words per page (6 by 6 rule – 6 lines with up to 6 words each)
- use colours to highlight important points
- use animations where they help to emphasize important points
- avoid too many animations as they take time, may be distracting and make it difficult to navigate in the presentation
- formulas can only rarely be explained in a short presentation
- use lists and items where appropriate, balance lists if possible
- use exact phrasing
- always use spell checking
- keep it simple
- minimize the number of words
- avoid low contrasts
- don't mix red text and blue background or vice versa
- bright text on dark background is said to provide best readability

Graphics

- where possible use simple graphs instead of many words
- avoid complex graphs
- use large enough size for figures
- use colours where possible
- use consistent fonts
- everything needs labels / legends in readable size
- figure resolution should be appropriate for the screen – too low resolution is ugly and difficult to read, too high resolution makes the presentation big and slow
- all figures or other material that you have not created yourself need a source or an acknowledgement, preferably below the figure

Presentation style

- do you want to face the audience or the presentation?
- do you want to use the presentation as support for your talk or do you want to explain the presentation?
- carefully choose your position relative to the screen and computer
- a free presentation is preferable over presentations given by heart or read out
- avoid reading text from the presentation
- orient the listener by reminding him or her of where you are in your talk
- try to convey your own enthusiasm to the audience
- vary your voice
- speak loud enough
- use pauses
- remember: the first impression is vital
- grab the audiences attention with a question, a provocation, a quotation, a surprising fact
- know your slides well
- don't forget to thank the audience for listening and to ask for questions
- don't exceed the time limit
- practice your presentation alone and with friends / colleagues

Questions

- ask for questions after your presentation and prepare for them
- which questions do you want to avoid?
- which questions do you want to encourage?
- before answering questions briefly repeat them
- use only material that you can explain if necessary
- prepare answers to foreseeable questions
- if necessary, prepare backup slides for questions