

Advantages PowerPoint

- You can prepare slides at home
- It is possible to retain eye contact with your audience during the presentation
- It is possible to reproduce very complex drawings, sound, pictures and even clips in your presentation
- Added speed: it is quicker to add information on slides/transparencies than to write it all on a whiteboard
- It is possible to 'build up' an argument: by showing one sentence after another
- Students can receive the slides in advance and use them in their preparation for attending the lecture (⊕D7)
- Presentations are easier to customize for each audience: it is relatively simple to add, change or delete slides
- Looks very professional
- It is possible to use colours to add to the content
- Graphical presentation is often an excellent complement to an oral presentation

Disadvantages PowerPoint

- You cannot change slides during presentation (in case of PowerPoint)
- In semi-dark presentation rooms it is difficult to actually get eye contact with your audience
- Loss of flexibility: you might have to skip through various slides during your presentation (distracts audience)
- Presenter loses sight of the total presentation (no preview of next slides)
- Risk of too much 'movement' in the presentation (distracting)
- Speed of the presentation increases, which makes it more difficult to make relevant notes
- Getting the slides in advance can lower the concentration level of the audience and thus the effectiveness of the meeting (⊕D1)
- Abuse of a graphical technique: too many words
- Presenter makes himself very dependent on the proper working of machines (beamer as well as the computer). Need for contingency plans increases, which increases preparation time (even if it proves not necessary)