QUALITY PRESENTATION REMINDER

A presentation should be clear and concise, so ask yourself the following while building a slide:

1) **Is the font size between 24 and 28?**
   - ➢ if not, adjust it; enlarge the text if it's too small and vice versa

2) **Do you have between 4 and 6 rows of text?**
   - ➢ only the most important notes go on the slide; remove all non-essential lines
   - ➢ be careful: three rows or less is way too little text

3) **Does your slide contain images?**
   - ➢ each slide should contain between 1 and 4 images
   - ➢ be careful: images should not cover text or be too large

4) **Do you have any empty space on the slide?**
   - ➢ Increase line spacing to 1.5 or 2.0 and use larger text frames
   - ➢ do not use a larger font instead because the slide could become cluttered

5) **Did you use animations in your presentation?**
   - ➢ text is more important than images so it should appear first
   - ➢ images come with the text or after it; do not use slides with images only
   - ➢ animated images should not obstruct the text

6) **Do you use different slides in your presentation?**
   - ➢ the presentation will quickly become boring if you use the same slides all the time, you can change the layout of the slides so your presentation stays fresh and interesting

USUAL SLIDE LAYOUTS

We have many different ways of designing slide layouts, but they mostly concern the position of the text and images on the slide. For example, we can put the text **below or above the images**:

We can also position the text **to the left or right of the images**:

We can also use slides with **two different text frames**: