

Powerpoint presentations

ONE main point per slide

- WHY?
- WHAT?
- HOW?
- Plan the main theme of each slide and who will design and present it BEFORE you start
- Finish strong - perhaps a 'call to action' slide?



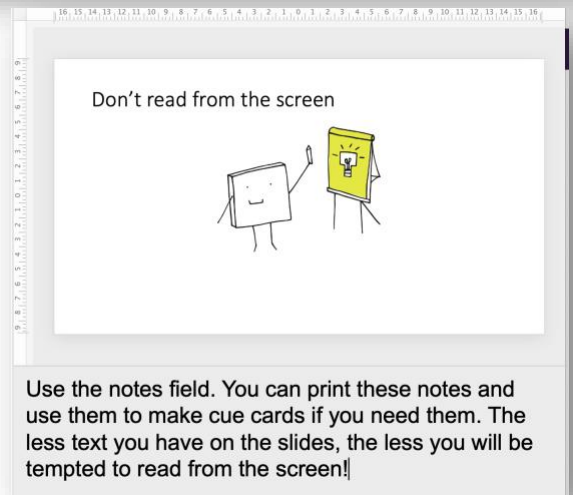
Slide titles – 44pt+

- Text no less than 24pt
- Maximum of ONE slide per minute
- Maximum of 6 words per line
....and 6 lines per slide
- Use images instead where you can



Design

- Avoid too much animation or flashy transitions
- **Don't use more than two fonts**
 - (stick to ones that are easy to read!)
- **Choose colours that are easy to read**
 - You could use a 'Contrast checker' to check your colours e.g. <https://accessibleweb.com/color-contrast-checker/>
- Use the 'Designer' tool on the 'Design tab' – AT THE END
- Give the whole presentation a consistent style.



Don't forget to make a note of all the sources you used on the last slide!

What do you want people to do?

Why?

Who is your audience?

Slide	Main point	Who is responsible?
1	Title slide:	
2		
3		
4		
5		
6		
7	Reference slide: Put the title and author of all the books, and URLs for any images or websites you used. You don't need to show this slide when you present.	

Posters

What do you want people to do?

Why?

Who is your audience?

Where are you going to display your poster?

How big should it be? Portrait or landscape?

How are you going to make it?

- Draw/cut/stick?
- Word?
- PPT? If you use PPT, make sure you set the **slide size** to A3 or A4.

Why have you chosen this method?

Use bold colours that are easy to read from a distance.

Big Headline

To grab attention. Doesn't need to be at the top.

Clear message

- WHY should I care?
- WHAT do you want me to do?
- HOW can I do it?

A few large, clear, simple images or graphs are better than lots of small pictures

Smallest letters should be at least 24pt (or about 1cm) high.
Title should be at least 50pt (2cm) high. Not all CAPS. Clear fonts.

Don't forget to make a note of all the **sources** you used, including images. You can do this on the back of your poster to avoid cluttering the front.

Make a rough poster plan on the back of this sheet or on a rough sheet of paper. You might want to do more than one before you start making your poster, and choose the best. Think about the key facts/ information/ phrases/ images you **MUST** include.