

Creating Effective Slides

Remember, your slides should support your speaking, not replace it. If someone can read your slides and understand your whole presentation without listening to you, there is probably too much information on them.

Keep Text to a Minimum



DO ✓	DO NOT ✗
Have one main idea per slide	Include too many ideas per slide
Use bullet points	Use full sentences
Try to follow the 5x5 rule: <ul style="list-style-type: none"> • No more than 5 bullet points per slide • No more than 5-7 words per bullet 	Put everything you plan to say on the slide

Make It Easy to Read

DO ✓	DO NOT ✗
Have a clear title on each slide	Have disorganized slides
Use 1-2 consistent fonts throughout	Change fonts throughout your presentation
Choose an appropriate sized font <ul style="list-style-type: none"> • Titles 36-44 pt • Body Text 24-32 pt 	Use fonts that are too small
Pay attention to the contrast of your background and font	Use yellow text on white, neon colors, busy patterned backgrounds
Use sharp, clear fonts. Good choices include: Arial, Calibri, Verdana, Montserrat Georgia, Copse	Don't use fonts that are overly stylized or hard to read. Poor choices include <i>Comic Sans</i> , <i>Lobster</i> , <i>Pacifico</i> , and <i>Dancing Script</i>

Use Images & Animations Correctly

DO ✓	DO NOT ✗
Use high-quality images	Stretch images so they look distorted
Keep backgrounds simple	Use a busy image as the background
Use images that directly connect to your topic	Fill slides with random clipart
Only animate if it helps your audience focus	Use flying text
Use one simple transition (like "Fade")	Use different transitions on every slide
Use a sound effect very sparingly only if necessary to the meaning of your point.	Use distracting sound effects

DO ✓	DO NOT ✗
<p style="text-align: center;">THE OUTSIDERS</p> <ul style="list-style-type: none"> ★ Set in Tulsa, Oklahoma in the 1960s ★ <u>The greasers</u>: poorer, more reckless ★ <u>The Socs</u>: wealthy, aggressive ★ Themes: violence, family, coming of age 	

Take a final look:

Now you are ready to look back at what you have created so far and improve it. Ask yourself the following questions:

- a. Does it tell a cohesive story? Does it flow from section to section? Or is it choppy?
- b. Is it visually appealing? Do the fonts and colors match? Can it be easily read by someone in the back of the room?
- c. Are there any spelling and grammar mistakes?
- d. Has anything changed since I first created the slides?
- e. Are there meaningful, engaging, and personal images to bring your story to life?
- f. Have you properly cited your sources throughout and included a Works Cited Slide?