Checklist for creating a presentation slideshow

Note: If your lecturer or tutor has provided you with PowerPoint/presentation guidelines they should take precedence over any of the advice given here.

All good presentations will involve some kind of 'story', with a beginning, main body, and conclusion. There is little value in trying to say all that can be said about the topic in hand, so work on identifying some key points and focus on presenting them in some kind of logical way.

You will usually need to do quite a lot of research (and discussion, if making group presentations) before you can decide on where your focus should lie. Justify your decision about what you have left in and out if necessary.

Here is a **checklist** for creating content for a slideshow. As with all checklists, you may not be able to tick every box, but you should aim to tick as many as you can, especially any that your lecturer or tutor has emphasised.

☐ I have checked out the All Aboard online tutorial on **Presentation skills and tools** available at http://www.allaboardhe.ie/presentation/.

☐ My presentation has a title slide with the name of the presentation, the names of those presenting, and the date of the presentation.

☐ I have included an introductory or 'overview' slide, setting out what will be covered in the presentation.

☐ "I have done exactly what it said on the tin". The presentation addresses the topic or title that I was given or decided on.

☐ I have checked that my facts are correct, but I have not restricted my presentation to facts only: I have made space for theories, opinions, and beliefs as well.

☐ I have included all of my references/sources in a slide towards the end of my presentation.

☐ I have avoided text overload. I have listed only key points and used a maximum of four bullet points per slide.

☐ I have avoided overuse of acronyms (such as NUIG, NATO, OECD), and where I have used them, I have also given the full name so that people know what they mean.

☐ I have used a sans serif font (e.g. Arial, Calibri, Verdana) that is easy to read, and I've made sure that my text is big enough for people at the back of the room to read.

☐ I have used a light background with dark text as these are the most accessible colour combinations for people with visual impairments.

☐ I HAVE NOT USED ALL CAPS or underlined: they are hard to read. To emphasise points, I have used **bold** text.

☐ I have left justified all text. This keeps things neat and easy to read.

☐ It is is vary importend to prove   read ☺

☐ I have included some good quality images, graphics, or video content and have not infringed copyright. I have provided the source for each image that I've used. I'm aiming to impress the audience with my information, rather than my images.

☐ I have been consistent in my use of colours, fonts and transitions throughout the presentation.

☐ For group presentations: we have taken care to 'knit' our presentation together so that it is a seamless whole, rather than a hotchpotch of different styles.

☐ I have included a concluding slide summing up my presentation, along with a 'thanks for listening' and 'any questions' slide.