

Please use the following list while creating your PowerPoint and then double check this list after you complete it. We will use these points to assess your PowerPoint.

Layout and formatting:

- The number of slides for my presentation (i.e., approximately 1 per minute) is correct.
- My slides have a **dark background** (black, navy blue, burgundy etc.).
- My slides have **light font** (white, beige, etc.).
- My slides have sufficient contrast between the background and the text to be easily read by the audience.
- I used no more than three colors for the text and headings in my PowerPoint slides.
- I avoided using colors that cannot be distinguished by people who are color blind (i.e., red/orange and green combinations) and colors that may be misinterpreted by audience members (e.g., UF's blue and orange; FSU's garnet and gold; Christmas red and green).
- The font on my PowerPoint is a **san serif font** (e.g., unadorned like Arial, Calibri, Courier, Franklin Gothic, Lucida), not a serif font (e.g., adorned like Times New Roman, Baskerville, Bookman, Garamond, Georgia)
- The text is mostly in bullet form with minimal use of full sentences and paragraphs (unless paragraphs are appropriate for my disciplines – such as literature, history, etc.).
- There are no more than 6 bullet points per slide.
- The smallest font on my slides is 20-pt.
- The title can be easily read from across a room (e.g., 44+ pt. font).
- Authors' names and affiliations are prominent on my first slide.
- I have credited funding sources, collaborators, and other appropriate individuals.
- There are sufficient graphics (e.g., pictures, graphs, illustrations, diagrams, etc.) and text to appeal to visualizers and verbalizers that may be in the audience (e.g., usually about 50% images and 50% text depending on the discipline).
- My graphics and images are not pixilated (original image is large enough not to look as if it is made of large square dots – usually 1000 x 1000 or larger).
- My graphics and images are not distorted (stretched disproportionately wide or tall – out of proportion).
- My graphics are two-dimensional, simple, and can be easily understood (no unnecessary gridlines, labels, shadows).
- I created my graphs within the PowerPoint slide; I did not import a picture of a graph or a graph from another program (e.g., SPSS).
- I have eliminated redundant information and pictures that do not communicate important information.
- I organized information within my slides in a logical, sequential, and discernable order.
- My slides are aesthetically appealing (color and layout).
- My presentation is focused on a small number of main ideas.
- The language I use on my slides is accessible to my anticipated audience (usually 7th grade level).
- I used capital and lower-case letters appropriately (not all caps or all lower-case).
- I have used one simple type of animation (e.g., appear/disappear, fade in/fade out) to direct my audience's attention to information on the slide.