



- E X P L A I N -

Practice: prepare your visuals

Suggestions for the layout and graphics

Storyboard	Base it on the structure of the talk and choose:
- for the introduction	- one slide to get the audience's attention - one slide which gives the outline of your presentation
- for the development	- slides presenting data, facts etc.. , highlighting the most important points
- for the conclusion	- one slide with a strong message and a lasting impact
Talk and visuals	Decide what you will say for each slide you show
Timing	Calculate about 1/2 minutes for each slide
Graphic consistency	Adopt same layout, colours and font for all the slides
Space	Aim for a balanced layout of text, pictures, graphs etc. Blank space is good. And remember "less is more".
Font	Use a large font size (no smaller than 30pt) Only use fonts (like Arial or Gill Sans) which are easy to read Don't use complicated fonts or write in capital letters
Colours	Make sure there is a clear contrast between the lettering and background, and Use a dark background with light-coloured text for dark rooms, a light background with black or dark-coloured text for rooms with all the lights on Don't use red/green or blue/green combinations Use different colours to differentiate key points/items (e.g. red=dangerous; green=safe)
Background	Use one colour only Avoid background pictures, logos or patterns that might distract the audience
Text	Use short, simple, direct sentences Review grammar and spelling
Bullets	Include no more than 6 lines per slide Write key words, not sentences
Images	Don't choose images that might offend the audience or be misunderstood by people from different cultures or religions
Animation	Use it only if it helps communicate your message better. If it doesn't make your ideas clearer, don't use it.
Copyright	Observe copyright laws when taking materials from the internet, by crediting sources and authors