

Presentation Guidelines and Tips

Carefully read and follow the Assignment instructions as you create your presentation.

Presentation Structure

- Always include a title slide, with the name of the presentation and your name.
- Use the slide after the title slide to provide an introduction to your presentation.
- At the end of your presentation, include a slide for References. Include all the sources you have used to develop your presentation.

Visual Presentation of Information

- You will use visuals to convey the information in your presentation. Although you are not required to give your presentation to an audience, you should develop it as if you are.

Effective Slide Design

- On your slides, use text, photos, graphs, maps, links to websites, and/or other visual elements to convey the information.
- Limit the amount of text you include on your slides to the most essential information.

Formatting of Text on Slides

- Ensure headings are consistent in terms of placement and size.
- Keep the text font consistent throughout your presentation.
- When you create bulleted lists, use a consistent, grammatically parallel format.
- Cite your sources.

Presenter Notes

- Write your presenter notes in the “click to add notes” area of each slide as if you are going to deliver the presentation in front of an audience. Practice giving your presentation to ensure the length and flow of information are appropriate for the assignment.