In the Death by PPT Presentation, we go through a set of rules and guidelines for keeping your students alive and engaged during your presentations. Since a lot of our instructions are easier said than done, we have created this self-assessment for you to use in evaluating your own PowerPoint presentations.

Layout

- ☐ Headers are prominent on the slide
- ☐ Visual hierarchy created between text and content
- ☐ Image relates to subject of slide
- ☐ Focal point created on the slide
- ☐ No more that 5 points per slide
- ☐ No more than 7 words per line
- ☐ KISS slides (Keep it short and simple!)
- ☐ KILL slides (Keep it large and legible!)

Typography

- ☐ Font doesn't detract from slide design
- ☐ Font is available on presentation computer (or even better, you are using system fonts)
- ☐ Use of different fonts kept to a minimum
- ☐ Fonts are legible

Color

- ☐ Background color doesn't detract from presentation (or hurt the viewers)
- ☐ Text color creates visual contrast with background
- ☐ Images and template colors are coordinated
- ☐ Color reflects the mood of your presentation

Multimedia and Interactive Elements

- ☐ Multimedia elements are used to engage the viewer (and not enrage them)
- ☐ Animations and effects do not detract from presentation
- ☐ Use video, audio and interactive elements to improve presentation
- ☐ If necessary, leave PPT and get on the web
- ☐ Use game templates and questionnaires to gets viewers involved

Preparation and Presentation

- ☐ Print out your notes
- ☐ Rehearse your presentation
- ☐ Backup your presentation in more than one way (E-mail it to yourself, save it on a jump drive/flash disk, burn it on a CD, put it on your web page)
- ☐ Test your equipment
- ☐ Don't read your slides word for word
- ☐ Sources are credited on the slides
- ☐ Blacken your screen (B)
- ☐ When things go wrong, roll with the punches