Slides: Contents and Design

Presentation Software

- PowerPoint

- Keynote

- Prezi

- Haiku Deck

- Slides…

Design of Slides

- Think about avoidinig the slide themes included in your software

- Use one template for the whole slide deck

- Use contrast colours of text and background

Is it a good choice of text and background colours?

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Design of Slides

- size of the text: 24–54 points for the title, 18–36 points for the body of the slide

- font: sans serif typefaces (Arial, Tahoma, Verdana, Calibri, etc.):

Serif   AaBbCc

Sans serif   AaBbCc

Design of Slides

Don't use more than 3 different

- typefaces (including italics)

- text colours

on 1 slide

- Use a colour (colours) to emphasise important points in you text

Design of Slides

- Try not to use more than 6 lines of the text

- Make sure that all your points have the same structure

- Don't pack too much information onto one slide

- Make two-unit space between different points

- If you use tables, try to confine yourself to 4 columns and 4 lines

Design of Slides

- Don't put a point after titles and subtitles

- No punctuation marks are generally used after one point and before the next one

Final Slide

- contact details

- core message

- call to action

- powerful image
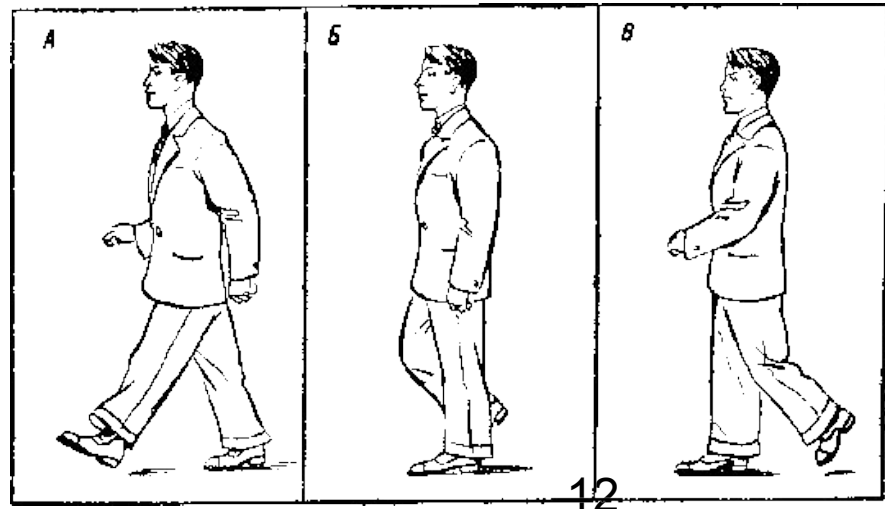
Body Language

Body Language

- stance and movement

- eye contact

- gestures and facial expression

- articulation

To Move or Not To Move?

- Movement is important

- Movement mustn't be monotonous, obtrusive

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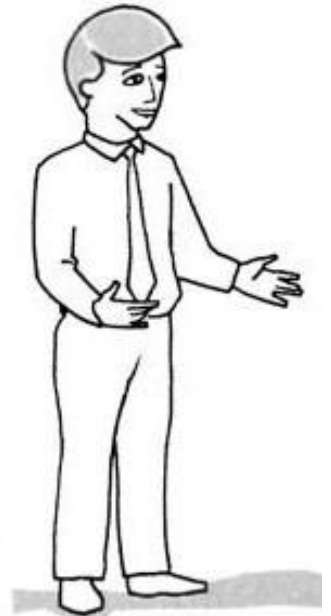# Stance and Poses

Open or Closed?

Stance and Poses

Shoulders: set back

Knees: slightly bent

Feet: shoulder-width apart,
one foot placed in front of the other, toes pointed
outwards

Weight: on the front foot

Gestures

NB: "air" under the arms

- arise from shoulder or elbows

- held at chest level

- have good amplitude

- correspond to the pronounced words

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Head Position and Eye Contact

Chin: slightly raised

Eye focus: on one person at a time, long enough to complete a natural phrase

(sometimes you can look into the distance)