

Rate Your Presentation Slides Audit

Rate how effective your presentation slides by answering these questions. Check your score at the end of the checklist.

Slide Design

Colors

- Is there high contrast between the text and background colors?
- Have you considered the emotional responses to colors?
- Did you use a subtle or no background pattern or graphic?

Fonts

- Are the fonts easy to read (no script fonts)?
- Are the font sizes at least 24 point size (preferable 28 point or bigger)?
- Are there three or less fonts used in the presentation?
- Did you use font effects such as bold and italic sparingly?

Slide Text

Slide Density

- Does each slide observe the 6x6 guideline (maximum 6 words per line and maximum 6 lines per slide)?
- Does each slide have proper side margins (no cheating to get more on)?

Text Builds

- Do the slides use bullet points instead of sentences?
- Did you use a filled bullet point so people can see it?
- Did you build the bullet points using the animation effects?

Text Movement

- Did you only use text animation effects where the movement is within the boundaries of the text?
- Are slide transitions used to give visual variety?

Graphics/Multimedia

Graphics/Clip Art

- Does each graphic add to the points on that slide?
- Do the graphic colors have high contrast with the slide background?
- Did you avoid using the clip art that is overused by everyone else?
- Did you avoid using animated graphics (those that move on their own)?
- Did you consider the emotional impact of the photographs you used?

Copyrighted Material

- Have you obtained permission to use all images?
- Have you obtained permission to use all audio/video segments?
- Have you observed the rules of "reasonable use" when quoting text?
- Have you given recognition on the slide when using other's material?

Audio/Video

- Is the sound level loud enough on audio tracks for people to hear it?
- Are the video segments large enough at high resolution to be seen?
- Does each audio or video segment add to the points you are making?

Charts

- Have you selected the appropriate chart type for the data?
- Do the chart colors have high contrast with the slide background?
- Is the chart text large enough to be read clearly?
- Did you add emphasis to highlight key chart areas?

Ease of Understanding

Fit of Slides with Topic

- Are you clear on the objective of the presentation?
- Did you prepare an outline of key points to reach the objective?
- Does each slide fit in the outline and move you towards the objective?

Presentation Map Indicator

- Did you include a presentation map indicator on each slide to show the audience where you are in the presentation?

Scoring

27-34 Your presentation slides are almost ready to go

19-26 Your presentation slides need some work, review the areas where you didn't check off the audit questions.

10-18 Your presentation slides require considerable work, check your overall presentation objective and outline and remember that the slides should add to the message, not be the message

0-9 You should start over on your presentation slides, keeping these areas in mind

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Dave Paradi helps people avoid "Death by PowerPoint" and other electronic sins. He is the author of the book "Don't Let Your Next Presentation Be a Career Limiting Move – The Complete Guide to Using Presentation Technology", the Seminar on CD "Build & Deliver Effective Presentation Slides" and the special report "Make Your E-Documents Stand Out From the Crowd". By signing up for his free bi-weekly e-zine you will get a free special report titled "Do More With The Technology You Already Own". Access the free "Chronology of Your Successful Conference Presentation" special report and more free articles at his web site www.communicateusingtechnology.com or contact Dave by e-mail at dave@communicateusingtechnology.com.

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