

Effective slideshow presentation

Task 1: Read the text Action-11, p54

Task 2: Answer the questions

1. How should you use slides to complement your presentation?

2. Why is it important to use animations in moderation?

3. What problems might someone sitting at the back of the room face during your presentation? How can you deal with it/them?

TASK: Complete the sentences

Vocabulary

1 a) Fill in: ...

stand

create

put

know

present

overuse

check

display

select

stick

type

end

Effective Slideshow Presentation

Dos

- 1 your equipment works before you give your presentation ...
- 2 your audience (age, education, interests, etc) ...
- 3 ☐ to a colour scheme ...
- 4 information in bullet points ...
- 5 visual representations of data (infographics, charts, graphs) ...
- 6 with a summary slide ...

Don'ts

- 1 ☐ in front of your slides ...
- 2 more than 5 bullet points on a slide ...
- 3 small/stylised fonts (difficult to make out from a distance) ...
- 4 special effects ...
- 5 only in capitals ...
- 6 fonts on similarly coloured backgrounds ...