Guidelines for DAS PPT Presentation

Preparation:

- **Refer to the Grading Rubric for the DAS presentation requirements first – read and follow carefully**
- A good PPT is <u>**readable,**</u> precise, and well-organized information that captivates your audience – Especially for those seated in the back
- Be creative <u>and</u> have fun with your audience**!**

Presentation:

- Title and headings should be at least 45 font size
- Font size for your information should be no smaller than 26- 28. Please be sure <u>***all***</u> fonts are the same and that it is an easy font to read (ex. Times New Roman, Cambria, Calibri).
- Light font color on dark background color OR dark font on light background is best ***Use the same background on each slide***
- Use short bullet points or brief phrases - NOT full sentences
- Aim for ONLY 2 -3 bullet points per slide and no more than 4-5 lines of text per bullet point.
- Highlight key points, not entire explanations
- Avoid abbreviations and acronyms
- Use illustrations, etc. to add creativity – Remember, Have Fun!
- **Do not read straight from the PPT. - elaborate when presenting**

Professionalism:

- Personal presentation appearance is important **–** business casual is recommended
- <u>No gum</u>
- Rehearse and time yourself to ensure you stay within limits – **5 to 7 minutes maximum**