**Creating an Effective Slide Presentation**

**I. Hints for a successful presentation:**

* Plan carefully (know who you speak after and who speaks after you…)
* Do your research
* Know your audience (and your slide!)
* Time your presentation (1.5 - 2 mins each)
* Practice your presentation (at home and in the hall during class; no note cards will be allowed)
* Speak at a reasonable pace and clearly
* Your slide is due to Ms. M and your group leader by \_\_\_\_\_\_ at the beginning of class (it will be edited by your leader during class)

**II. Effective Slides**

* Standardize position, colors and styles (work with your team to agree on color scheme, size and type of font, etc.)
* Include only necessary information
* Content should be self-evident: Each slide needs a title that is informative and specific based on goal
* Use colors that contrast (avoid pastels--use colors with more saturation
* Be consistent with effects, transitions, and animation (work with your team)
* Too many slides can lose your audience (1-2 slides per speaker)

**III. Text guidelines**

* Generally no more than 6 words per line
* Generally no more than 4 lines of text per slide
* Avoid sentences (Use bulleted notes only)
* Larger font indicates more important information
* Font size generally ranges from 24 to 44 point
* Be sure text contrasts with background
* Fancy fonts are hard to read: Use standards: Calibri, Times New Roman, etc.
* Avoid writing in all capital letters, using abbreviations or acronyms

**IV. Clip Art and Graphics**

* Each slide MUST have a screenshot from scene in film related to your analysis
* Each slide MUST use arrows and circles to draw attention to details
* Should enhance and complement the text, not overwhelm
* No more than two graphics per slide

**Final Notes:**
1) Your name should be in the lower right-hand corner of each slide.

2) If you do any research, properly cite it at the bottom of your slide or on a separate slide, using MLA formatting