

Construction of Formal or Semi-Formal Presentations

Venue

- Seating
- Lighting
- Size of room
- Available equipment

Persona

- Diction formality
- Dress
- Appropriate level of humor

Content

- Presenter introductions (including last names)
- Topic introduction (+ time announcement)
- Overview of parts (sometimes)
- Transitions
- Emphasis order

Elements of slides

- Name of company and logo (presenter's name on first slide at least)
- Sentence style headings (recommended to make a point)
- Time/progress markers

Appearance of slides

- Consistent layout
- Large font
- One point per slide
- Labels on all visuals
- Headings on all slides
- Simplified graphics
- Few or no decorations
- High contrast

Always

- check slides on the equipment you will be using ahead of time
- carefully proofread
- practice for time

