

# Slides: Contents and Design



# Presentation Software

- PowerPoint
- Keynote
- Prezi
- Haiku Deck
- Slides...

# Design of Slides

- Think about avoiding the slide themes included in your software
- Use one template for the whole slide deck
- Use contrast colours of text and background

**Is it a good choice of text and background colours?**

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# Design of Slides

- **size of the text:** 24–54 points for the title, 18–36 points for the body of the slide
- **font:** sans serif typefaces (Arial, Tahoma, Verdana, Calibri, etc.):

Serif            *AaBbCc*

Sans serif     **AaBbCc**

# Design of Slides

Don't use more than 3 different

- typefaces (including italics)
- text colours

on 1 slide

- Use a colour (colours) to emphasise important points in you text

# Design of Slides

- Try not to use more than 6 lines of the text
- Make sure that all your points have the same structure
- Don't pack too much information onto one slide
- Make two-unit space between different points
- If you use tables, try to confine yourself to 4 columns and 4 lines

# Design of Slides

- Don't put a point after titles and subtitles
- No punctuation marks are generally used after one point and before the next one



# Final Slide

- contact details
- core message
- call to action
- powerful image

# Body Language

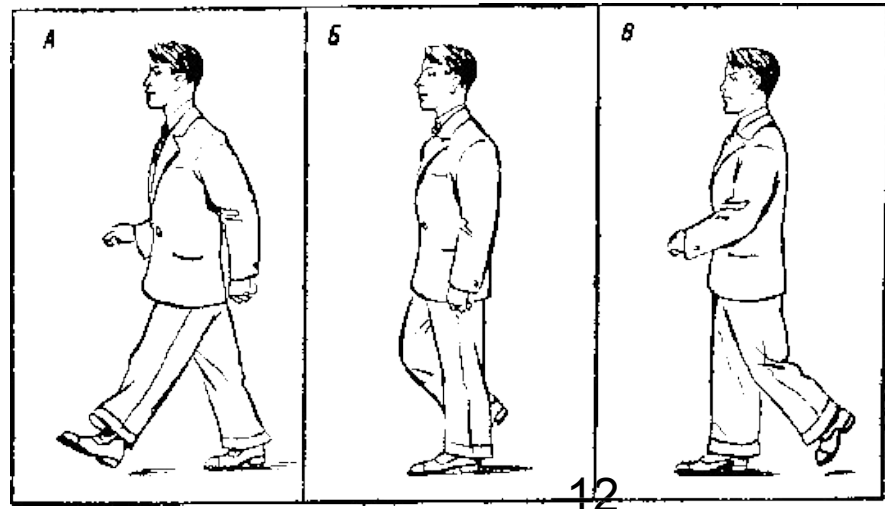


# Body Language

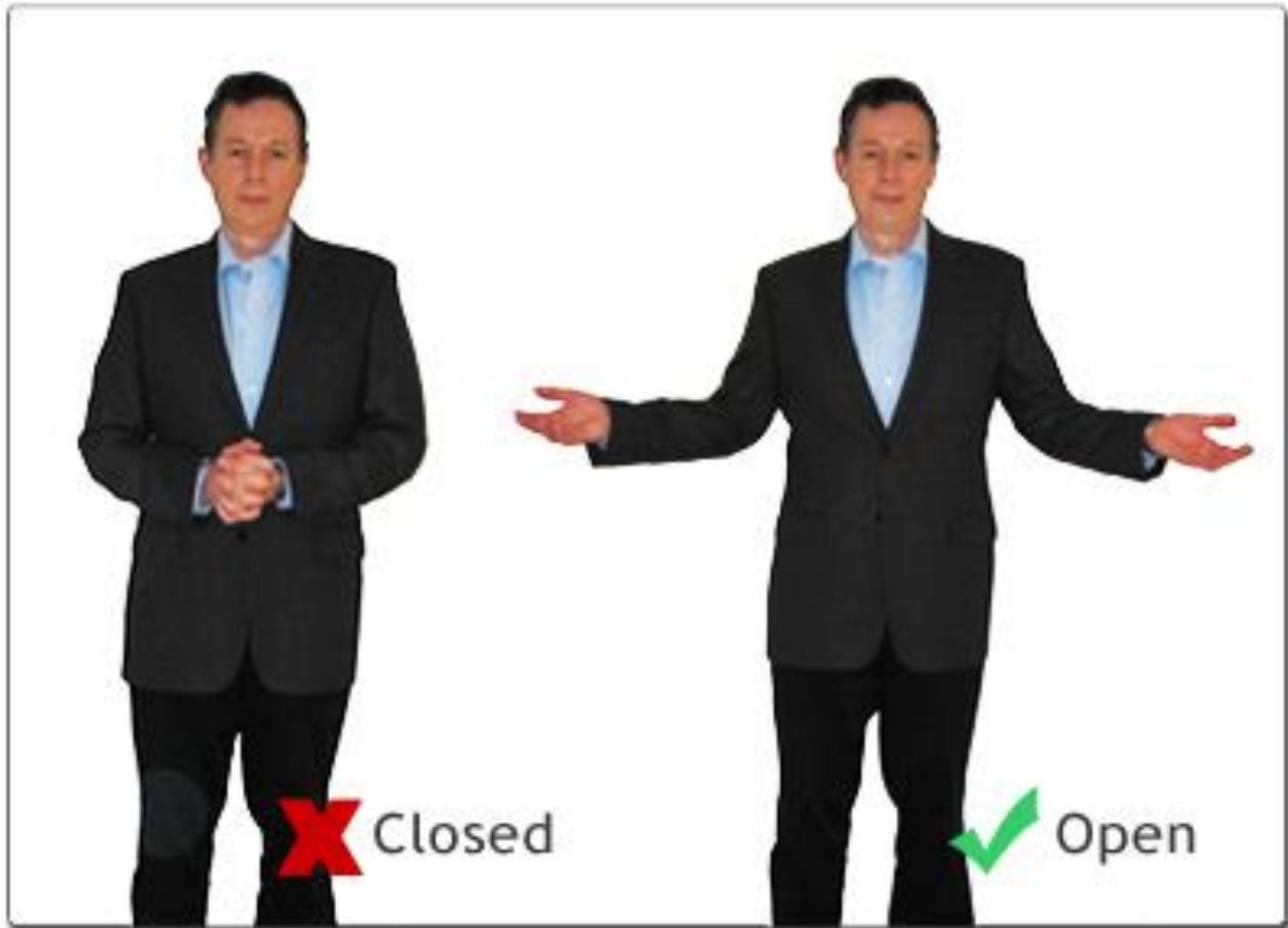
- stance and movement
- eye contact
- gestures and facial expression
- articulation

# To Move or Not To Move?

- Movement is important
- Movement mustn't be monotonous, obtrusive



# Stance and Poses



# Open or Closed?



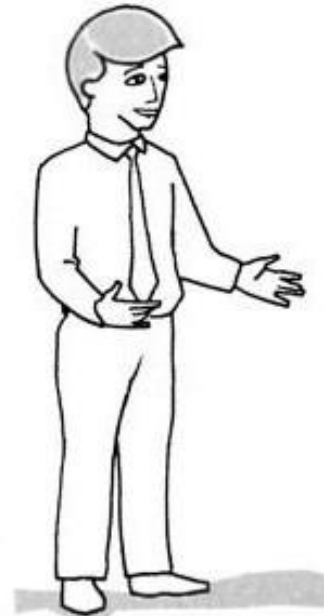
# Stance and Poses

**Shoulders:** set back

**Knees:** slightly bent

**Feet:** shoulder-width apart,  
one foot placed in front of the other, toes pointed  
outwards

**Weight:** on the front foot



# Gestures

NB: “air” under the arms

- arise from shoulder or elbows
- held at chest level
- have good amplitude
- correspond to the pronounced words



# Head Position and Eye Contact

**Chin:** slightly raised

**Eye focus:** on one person at a time, long enough to complete a natural phrase

(sometimes you can look into the distance)