

Presentations

Do your slides...

...have a consistent format, font, and layout?

...have one basic point per visual?

...present figures as diagrams or graphs?

...hide the identity of any patients?

...have page numbers?

...use simple fonts that are easy to read?
(eg, Arial, Helvetica, Verdana, and Comic Sans)

...use no more than two font types per slide?

...use lower case (not UPPER CASE)?

...have no more than 6 lines of 6 words per slide?

...contain no spelling mistakes? (use a spell-check)

...make use of lists and bullet points?

...use indents and bullets only one level down?

...start with an "action" word and avoid full sentences?

...avoid punctuation marks, unless it is a quote?

...avoid irrelevant/personal images to fill spaces?

...avoid unnecessary animation? (slide transition, etc)

...have a summary page?

