Criteria for Professional Presentations

1. Appropriate font sizes for presentations
   a. Titles - 32 point minimum
   b. Text in bulleted lists - 20 point minimum
2. Appropriate colors for visibility
   a. High contrast for rooms with ambient light
   b. Best is dark background with light letters
   c. Light background with dark letters OK
3. Appropriate use of text (Rule of 6)
   a. Slides should be an outline of talk – not every word you plan to say
   b. Put whole talk in speaker notes only
   c. Keep to 6 lines per slide – 6 words to line maximum
   d. Quotations are OK full text. Otherwise, no full sentences
   e. Delete articles (the, a, an)
   f. If concepts can be illustrated with images/visuals, use them instead of words

> **Effective presentation skills**
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> 1. Audience focus: maintain eye contact with audience, not with computer screen or speaker notes
> 2. Clear and understandable speaking. Speak at a reasonable pace, not too fast or slow. Use inflection to maintain interest. If voice is soft, use a microphone.
> 3. Involve the audience. Ask questions and wait for audience to respond. Call on individuals. Plan small group activities to break up talk if long.
> 4. Utilize progressive disclosure effectively for case presentations with heavy audience involvement at each step.

4. Appropriate citation of references
   a. Credit all images below image telling where you got them if not your own
   b. Credit **author, date** and **title** of article and journal on slide in small print at bottom (18 pt OK for citations only) when reporting research results
   c. References on last slide in either APA or AMA format
   d. www.MDConsult.com is not a reference. Author, date title of book, journal, article, or monograph, with date and then the URL.
5. Appropriate use of animation
   a. Animation should enhance, not distract
   b. Animation should not make the presentation run long
   c. Use subtle animation to show concepts, sequence, or focus audience but only if time
   d. Use same transition between all slides
6. Appropriate file size for presentations posted to server/Blackboard
   a. Keep posted Powerpoint file size below 1.4 M. Big files will crash laptops with dial up or on wireless.
   b. Compress all images in slide presentation to web format (see instructions)
7. Appropriate handouts to supplement presentation
   a. Consider printing useful tables or Outline of presentation instead of slides
   b. Pertinent articles (or link to these in presentation)
   c. Bibliographies on topic
   d. Use printouts of presentation (3 or 6 slides per page) as last resort. Not always best choice. Hard to read.