Please use the following list while creating your PowerPoint and then double check this list after you complete it. We will use these points to assess your PowerPoint.

**Layout and formatting:**

* The number of slides for my presentation (i.e., approximately 1 per minute) is correct.
* My slides have a **dark background** (black, navy blue, burgundy etc.).
* My slides have **light font** (white, beige, etc.).
* My slides have sufficient contrast between the background and the text to be easily read by the audience.
* I used no more than three colors for the text and headings in my PowerPoint slides.
* I avoided using colors that cannot be distinguished by people who are color blind (i .e. red/orange and green combinations) and colors that may be misinterpreted by audience members (e.g., UF's blue and orange; FSU's garnet and gold; Christmas red and green).
* The font on my PowerPoint a is a **san serif font** (e.g., unadorned like Arial, Calibri, Courier, Franklin Gothic, Lucida), not a serif font (e.g., adorned like Times New Roman, Baskerville, Bookman, Garamond, Georgia)
* The text is mostly in bullet form with minimal use of full sentences and paragraphs (unless paragraph s are appropriate for my disciplines- such as literature, history, etc.).
* There are no more than 6 bullet points per slide.
* The smallest font on my slides is 20-pt.
* The title can be easily read from across a room (e.g., 44+ pt. font).
* Authors' names are prominent on my first slide.
* There are sufficient graphics (e.g., pictures, graphs, illustrations, diagrams, etc.) and text to appeal to all audiences (optimally about 50% images and 50% text depending on the discipline).
* My graphics and images are not pixilated (original image is large enough not to look as if it is made of large square dots ­ usually 1000 x 1000 or larger).
* My graphics and images are not distorted (stretched disproportionally wide or tall - out of proportion).
* My graphics are two-dimensional, simple, and can be easily understood (no unnecessary gridlines, labels, shadows).
* I created my graphs within the PowerPoint slide; I did not import a picture of a graph or a graph from another program.
* I have eliminated redundant information and pictures that do not communicate important information.
* I organized information within my slides in a logical, sequential, and discernable order.
* My slides are aesthetically appealing (color and layout).
* My presentation is focused on a small number of main ideas.
* The language I use on my slides is accessible to my anticipated audience.
* I used capital and lower-case letters appropriately (not all caps or all lower-case).
* I have used one simple type of animation (e.g., appear/disappear , fade in/fade out) to direct my audience's attention to information on the slide.