

## TELL YOUR STORY

# PowerPoint Checklist

- The audience is my top priority!
- My slides are aesthetically pleasing and easy to read for EVERYONE in the room
- I have a limited number of words, graphs and images on each slide
- The slides are acronym free and use little technical language so I have maximum understanding
- I use engaging, interesting and supporting images, video and sound
- My transitions and special effects are minimal and will not detract from my presentation
- I am prepared. I am not scared of the technology. I have practiced the operation of the equipment and slide show several times so I know it is close to 'bullet-proof'
- I have the remote control
- There is a screen, table, power cord and power-strip in the room
- The projector is available and syncs with my computer
- Handouts are not simply a printout of the slides, but I've added information for the benefit of the audience



# communicate