

Guidelines for a making a good PPT

- A presentation should not have too many slides; limit the number to 10-12 slides maximum.
- Slides should not be text heavy. Each slide should contain one main idea and 2- 4 bullet points.
- Font size of headings should be big and bullet points should be a little smaller. Easy-to-read fonts such as Arial and Times New Roman for the text can be used.
- Style of the font should be consistent.
- Use a single background of the same colour for the entire presentation.
- Background colour should be such that the text is readable.
- Enhance the presentation by using appropriate visuals/ graphs.
- Use animation sparingly.
- A sequential flow in the content of the slides must be maintained. The slides may be numbered for ease of reference.
- Proofread the presentation to rule out spelling and grammatical errors.
