**ELEC5032M Live Presentation Tips**

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# General Tips on Slide Design

There are lots of tips out there.

Here’s a nice simple summary thanks to the power of Google:-

<https://www.garrreynolds.com/design-tips>

(n.b look out for adverts/cookies/malware/etc)

# Contents and Duration

In this module there are multiple groups per session, giving only less than 10 minutes maximum each (the exact time available will be announced once your groups are all finalised).

**A common rule of thumb is “one slide per minute”**

That may be correct for shorter presentations but I am sure you have been to 50 minute lectures with 50 slides and been totally overhwlemed….so it depends on what kind of content too.

**The suggested structure is:**

Title slide, with SIDs and Group Number

Introduction: which SDG(s) and technologies are covered?

Content x about 5 slides

Summary: What have you concluded & what is your plan for the next phase?

# Graphics

Keep it professional, don’t try and be amusing or use unnecessary figures or images, like this:-



Don’t over crowd the slides. You might want a lot of text to help you present…so the best answer is to use “Notes” and “Presenter View” (but see the issues with screen sharing)

Check that “Use Timings” is not accidentally turned on – it’s very off-putting when PowerPoint starts changing slides by itself

Avoid cluttered and plain white backgrounds.

Many people will benefit from you following accessibility guidelines.

The University now has to adhere to accessibility legislation, and make sure content suitable for all, quote: “This includes those with: impaired vision, motor difficulties, cognitive impairments or learning disabilities; or deafness or impaired hearing.”

<https://digitalaccessibility.leeds.ac.uk/how-to-create-accessible-content/documents-presentations/create-accessible-powerpoint-presentations/>

Use a Sensible Font Size and “Sans Serif” plain fonts like Arial or Calibri

(this advice does not apply to essays/reports/books, where long spells are spent focusing on text and Times Roman is often used)

EASY TO READ: **TEST MESSAGE**

SLIGHTLY HARDER: TEST MESSAGE

HORRIBLE: TEST MESSAGE

Avoid Unnecessary Animations

Sometimes an animation can be a very effective way of showing an idea, but making text and objects move around the screen for no real reason is off-putting and may be really distracting for many people.

Credit sources, in the caption for images

# Marking Scheme

**Each presentation counts for 10% of the module mark**

Note: The weightings are as follows:

|  |  |
| --- | --- |
| **Style and clarity of the slides**  (including use and quality of graphics and diagrams) | **20%** |
| **Introduction/overview**  Was the topic clearly introduced and put in context? | **10%** |
| **Technical Content**  Coherence of topics described, accuracy of description and depth/breadth of coverage | **50%** |
| **Conclusions** | **10%** |
| **Presentation style** | **10%** |

Note: this has been deliberately biased towards the effort made in **preparing** the presentation, with only 10% for delivery, to make this less stressful, with a fairer group mark, and give useful practice for future presentations.

Peer assessment will be conducted and feedback will be provided, but the scores will **not** be included in the module marks due to the many challenges of ensuring fairness.