



PES UNIVERSITY
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Department of Computer Science & Engineering
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For Students > Suggestions for consideration while preparing your slides

As you prepare for your ESA presentations, we wanted to share a few *tried and tested* tips on preparing and delivering your presentation. So, here we go, enjoy!.

1. Slides have too much text!

A slide deck should not be a word document reformatted for PowerPoint. It is there to support your presentation, which is the real focus.

1. Lack of slide numbers results in confusion! Please use slide numbers to critique your dry run and to allow the members to refer to your slides during Q&A and for giving feedback!
2. Each slide's title should summarize its main message. Reading *only the titles* should give a pretty good idea of what you're going to say.

Example – Before	After
slide title is “Results”; slide bullets indicate that students had higher learning outcomes using My Great Tool than without it	slide title is “My Great Tool quantitatively improves learning outcomes”

3. Top level bullet text should ideally be 1 line; at most 2 lines. Second level bullets even shorter. Avoid third level bullets.
4. Use concise and incomplete sentences. Omit articles, verbs, whatever—minimize word count to convey the point, and use Strunk & White The Elements of Style to find more concise, active-voice verbs. (Corollary: If something is not a complete sentence, it should not end with a period, so there should generally be few or no sentence-ending periods in your slides.)

Example – Before	After
Using fuzz testing in the autograder makes it difficult for students to "game" the tests [15 words]	Fuzz testing thwarts "gaming" tests [5 words]

	<p>(If the slide/bullet is obviously about autograding, you can omit that word.</p> <p>'Thwarts' is an active voice verb that replaces 'makes it difficult for [someone] to...' The thesaurus is your friend.)</p>
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5. Short talks (≤ 15 minutes) shouldn't need an outline; their organization should be self-evident.
6. The "Conclusion(s)" slide should be last. Otherwise it's not actually a conclusion.

2. Every Slide should have Graphics – ideally!

1. As far as possible, every slide should have a graphical element. That's often impractical but it is an ideal to shoot for.
2. Remember slides are meant to accompany your talk, not to be read standalone.
3. If there isn't a graphic on the slide, and most of the slide's text will be spoken by you, what is the slide's purpose?
4. Especially when showing graphics, use the full slide real estate. Crop away the unnecessary parts of the image and expand the rest to fit.
5. Graph axes should be large enough to be read.
6. You should be able to indicate a point on the graph and explain it. Better yet, include an animated call-out to do so.

3. Optimise the number of Slides to match the time allocated

1. It's good to budget about two minutes per slide, including the title slide.
2. Most folks tend to talk beyond 5 minutes per slide.
3. Time management is critical; so space content of your slides according.

4. Typography/Slideography

1. Use a font that will be seen clearly. Please rehearse and check and recheck. If the text in your slides are not readable, the panel members will lose interest.
2. Text on a slide is meant to be readable by people in the back row; So avoid using less than 22 pt size.
3. If the text "isn't meant to be read", it shouldn't be on the slide unless it is there to prove a point, in which case it should be *obviously* unreadable (e.g., 50 lines of 8-point convoluted program code). *No one* will download your slide PDF in order to read something they missed during your talk.
4. Avoid under-saturated colors, such as orange and lime, as they may wash out in bright lighting or on older/less powerful projectors. Use these colors for subtle accents, for example, to shade a cell of a table or part of a diagram you want to call attention to. For text that needs to be highly emphasized, use saturated colors like fire engine red, royal blue, etc.
5. To minimize accessibility issues, keep slide layouts simple, include alternative text describing images, and be aware of color choices.
6. On a busy slide, use animation builds to direct the listener's focus as you speak. (Better: make the slide less busy.) Use animations only to improve clarity, not to "add pizzazz."

5. Final check

1. For every slide, ask yourself: How would the presentation suffer, specifically, if this slide were deleted? If there isn't an immediate and crystal clear answer, delete it.
2. On each slide, repeat #1, replacing "slide" with "bullet".
3. On each slide, repeat #1 on each bullet, replacing "slide" with "word".

Your goal should be to make an **IMPACTFUL** presentation.