GUIDELINES FOR POWERPOINT PRESENTATION

❖ Simplify the and limit the no of words on each slide.

❖ Use key phrases and include only essential information.

❖ While presenting ,you have to elaborate the points in detail.

❖ For bullet points, follow 5 * 5 rule.(One thought per line with no more than 5 words, not more than 5 lines per slide).

❖ Strictly avoid paragraphs and long sentences.

❖ Avoid abbreviations and acronyms.

❖ Strictly check the spelling and grammar.

❖ Limit punctuation marks.

❖ Do not use caps except for titles.

❖ Use suitable design templates for your project.

❖ Use Header & Footer (Header : Project name/appropriate icon , Footer : Department name/slide number)

❖ Your text should be easy to read and pleasant to look at. (Dark text on a light background is your best for visibility).

❖ Be consistent with style settings(same font, colors and background throughout all the slides)

❖ Subtle effects and animations can be added to your presentation, but do not overload your presentation with animations

❖ You can use good quality images that reinforce & complement your message

❖ Proofread every slide in your presentation before submission.

Note : Marks will be awarded for effective ppt & manner of presentation. Marks will be reduced if you do not follow the above guidelines.