

ANNEX 4.3.

Checklist of preparing a Presentation

Structure of a presentation

Title: the title should reference the focus of your workshop, the reference to you (your name), the date and the place of presentation.

Agenda/Outline: Breakdown of the key topics that will be presented in the sequence of presentation delivery.

Contents: main content of the presentation, based on the objective of the presentation (Diagrams, pictures, short information text)

Wrap up: When the presentation is close to conclusion, you need to recap on the key topics discussed and return to the main idea presented during the presentation.

Feedback: a slide which invites participants to give feedback

Sources/Quotes if you use pictures or text which was not produced by you



Making your Presentation come to success

 → **Begin your presentation with a Check-in:** a check-in is something that will focus your learners on the workshop and the subject regardless of their prior experience of the subject. Examples could be a story (e.g. personal experiences or anonym experiences of relates ones. Telling a story is a great way of getting your audience involved), jokes, expressing the importance of your idea via pictures, interesting diagrams or videos,...

 → **Watch TV news or commercials in order to learn basic presentation principles.** While making news producer chooses only that daily news that could be interesting to the major audience. Moreover, in visual materials like schemes or graphics only few words are used. The same with the presentation. Unnecessary and not useful information should be removed;



→ **An innovative presentation is suggested instead of using sentences.** Focus on key words or numbers (for example: instead of saying “Usage of Smartphones by youngsters has increased by 85 %” write only “85%” in large font and use a picture of a smartphone or young people with a smartphone).

Technical recommendations while making presentation

- **Limit words on your slides.** Keep texts in the presentation short and limit the number of bullet points, if you are using them;
- **Avoid grammar mistakes;**
- **Use good quality** photos, images or other graphical elements;
- **Use color’s to emphasize key words or numbers.** Instead of using many colors in presentation choose color’s well because they cause specific reaction from viewers;
- **Use 10-20-30 Rule.** This rule states that a presentation should contain no more than 10 slides, last no more than 20 minutes and have no text less than 30-point font (28 is ok but not smaller than 18).
- **Choose appropriate fonts for the slide headlines.** Use not less than 36-44 point font for slide headlines;
- **Use bright presentation templates and dark color letters.** Sometimes showing presentation through other devices or projector the view could be slightly different from initial version.