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# General Advice for Producing a Presentation: Before You Begin

- The content in this PowerPoint is intended as a general guide – there are many ways to make an effective slideshow, and you may approach it differently depending on your subject.
- Check to see if your teacher has any specific advice. Is there anything you must include, or do you have to use a particular font?
- Think about your **audience**. Why are you giving this presentation, and who are you giving it to?
- Are they subject experts (e.g. a teacher or examiner) or someone who is learning about this content for the first time?
- What do you need to include for them to understand your point, and what do they already know?

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# General Advice for Producing a Presentation: While Writing

- Try to focus on key points to avoid overwhelming your slides with text, and make use of bullet points to break text up.
- You aren't expected to read directly from your slides, so including key points and expanding on these is enough.
- Think about how many slides to include. Try not to include too few (e.g. three slides for a 1-hour talk) or too many (e.g. 50 slides for a 10-minute talk).
- A useful starting point may be to aim for one slide per minute of talking, though this is heavily dependent on your subject and the purpose of the presentation.
- Decide the order of your slides based on what you want to tell your audience – what order will make the content clear and easy to follow for them?

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# General Advice for Producing a Presentation:

## Advice on Visuals

- Ensure any images you include are clear and relevant to the content. Your images should help you to make your point. Remember to make sure you have [permission](#) to use them.
- Avoid using extreme colour combinations – for example, bright yellow text is difficult to read, and if you use a lot of clashing colours on a slide (e.g. green, red, bright orange and neon purple) it can become visually overwhelming.
- Although it can be tempting to show off your design skills; simpler and easy to read is usually better. Avoid using distracting transitions, animations and fancy fonts, unless these are relevant to your course.
- Remember to include white space – don't overwhelm your slides with excessive text, tiny text, or an extreme number of images.
- Use the accessibility checker on PowerPoint, or other accessibility checkers available online, to ensure that the presentation is visually accessible.

# Example Title Slide: Jane Austen's Novels

[Subtitle here, if needed]

# Advice for Your Title Slide

- Select an image which is clear (check that the image is not pixelated/unclear if you resize it) and related to the topic you are presenting on.
- Choose a title/subtitle which accurately reflects the content of your presentation, and helps to indicate to your reader what information is coming.
- Check to make sure your title is readable against the image.
- Check in case your exam board has guidelines or restrictions – do you need to include anything specific on your title slide?

## Picture and Caption Example

- You might use this sort of slide when you wish to include information that discusses an image, e.g.
- Illustration of Jane Austen, born 16 December 1775
- Famous for writing novels including:
  - *Sense and Sensibility* (1811)
  - *Pride and Prejudice* (1813), and
  - *Northanger Abbey* (1817)



Image from canva.com.

## Example Basic Content Slide: Themes in Jane Austen's Novels

- Austen's novels generally focus on themes of social class, love, marriage, family, wealth (or lack of it), and friendship.
- *Northanger Abbey*, as a parody of Gothic fiction, also includes themes such as the gap between fantasy and reality.

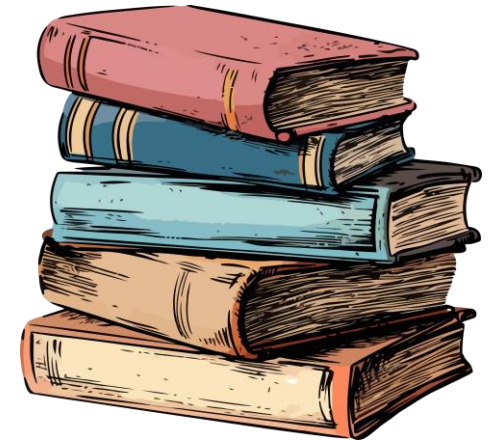


Image from canva.com.

# Section header slide

- You might want to include these to split up your presentation into themed sections (e.g. Problem, Hypothesis, Investigation, Results, Analysis.)



# A Comparison Example

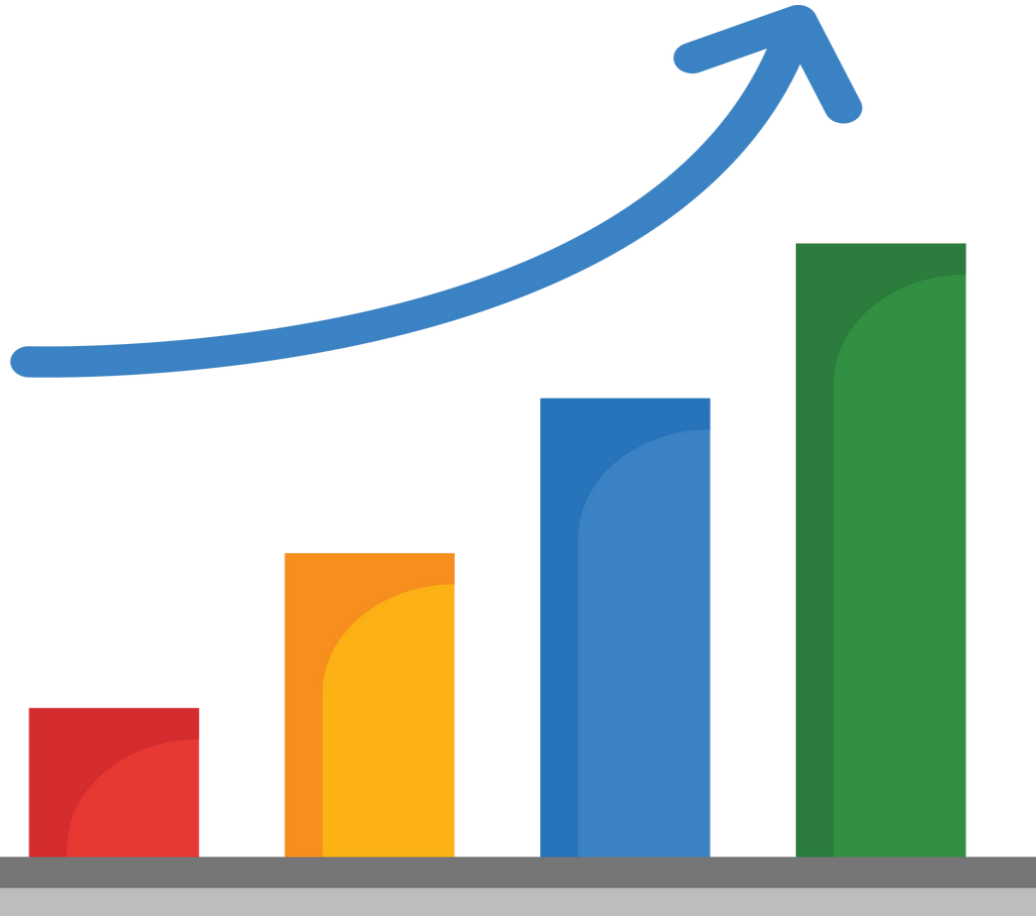
## Example One Title Here

- You might use this layout for a slide if you are comparing two things.

## Example Two Title Here

- For example: the results of two different experiments, or the argument in favour of something versus the argument against something.

# Content and caption example



- Tales of Jane Austen novels have traditionally spiked after the release of film or television adaptations
- These adaptations include *Pride and Prejudice* (2005, dir. Joe Wright) and *Emma* (2020, dir. Autumn Wilde)

Image from canva.com.



- You may include a concluding slide like this at the end, which invites the audience to ask questions about your presentation.
- For more support with presentations, take a look at our [Communication Skills](#) resources.
- Remember to practice your presentation, and good luck!

 If you need to include your contact details, you can do so on this slide

