**Technical criteria for PowerPoint slides**

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| --- | --- | --- | --- | --- | --- | --- |
| **TEXT – formatting, lay out** | **Slide 1** | | **Slide 2** | | **Slide 3** | |
|  | **Yes** | **NO** | **Yes** | **NO** | **Yes** | **NO** |
| Use key word / phrases; no complete sentences |  |  |  |  |  |  |
| Use bullet points only if essential  If used: Use a filled bullet point so learners can see clearly |  |  |  |  |  |  |
| Build the bullet points, if used, using the animation effects |  |  |  |  |  |  |
| Place single topic / aspect on a single slide |  |  |  |  |  |  |
| Use less than 36 words (6 x 6 guideline: maximum 6 words per line and maximum 6 lines per slide).  Preferable less text. Consider text replaced by image(s) |  |  |  |  |  |  |
| Number your slides for ease of reference (footer) |  |  |  |  |  |  |
| Use as type style Sans Serif font or screen display font (Arial or Helvetica) |  |  |  |  |  |  |
| Do not use text with shadow effect |  |  |  |  |  |  |
| Avoid capital letters throughout |  |  |  |  |  |  |
| Avoid underline |  |  |  |  |  |  |
| Use **bold**, *italics* or highlight or colour for emphasis |  |  |  |  |  |  |
| Use large font size (24 – 48 point font) |  |  |  |  |  |  |
| Use three or less different fonts |  |  |  |  |  |  |
| Keep text as simple and limited as possible |  |  |  |  |  |  |
| **Colour** |  |  |  |  |  |  |
| Use a limited number of colours (three) consistently |  |  |  |  |  |  |
| Use consistent lay out (all headings / titles same size, colour, background, etc.). |  |  |  |  |  |  |
| Use a background, if appropriate, compatible with the topic |  |  |  |  |  |  |
| Ensure high contrast between *text* and background colour(s) |  |  |  |  |  |  |
| **Effects** |  |  |  |  |  |  |
| Use transitions consistently. Avoid too many variety |  |  |  |  |  |  |
| Limit use of animations |  |  |  |  |  |  |
| Use simple none distraction animations only |  |  |  |  |  |  |
| **Images / graphics** |  |  |  |  |  |  |
| Use graphics with limited details that support the points on that slide, or can be used to replace text |  |  |  |  |  |  |
| Use *graphic* colours that have high contrast with the slide background |  |  |  |  |  |  |
| Avoid using clip art that is overused by everyone else  Consider using OWN photographs |  |  |  |  |  |  |
| **Ethical issues** |  |  |  |  |  |  |
| Observe the copyright rules |  |  |  |  |  |  |
| Give recognition when using other’s materials |  |  |  |  |  |  |
| **Sound** |  |  |  |  |  |  |
| Ensure that sound effect are essential / contextual appropriate |  |  |  |  |  |  |
| If sound is used: Set sound level loud enough for learners to hear clearly |  |  |  |  |  |  |
| **Video** |  |  |  |  |  |  |
| If video clip is used: ensure it is very relevant to   * objectives * cultural context * local environment |  |  |  |  |  |  |
| If video is used ensure it is of high quality w.r.t. images and sound |  |  |  |  |  |  |