

VISUAL AIDS

What To Do

- Keep slides **simple**
- Have only **one idea** per slide
- Use **key words**, not sentences
- Average **3 - 5 lines** per slide – **3-5 words** per line

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What To Do

Use color

- Black, blue and green
- Blue with red coming in second

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What Not To Do

- Avoid **purple**, **brown**, **pink** and **yellow**
- Do not do the **whole** chart in **red**

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What To Do

Choose **fonts** that are clear and easy to read

- Use the **same fonts**
- Put titles and major headings in **44-** to **36-**point type
- Make subheads and other text **36-** to **32-**point
- Copy-right credits are best in **10-**point type

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What To Do

Use the **right fonts**

- **Verdana** is a great **title font**
- **Arial** or **Tahoma** are very clear

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What Not To Do

Fonts

- Avoid using **ALL CAPS**
- Don't use **more** than **two** fonts on a single slide
- Avoid “**Times New Roman**”

DEALING WITH NUMBERS

Years

1994

nineteen ninety-four

2009

two thousand and nine

DEALING WITH NUMBERS

Decimals

13.8

thirteen point eight

17.35 %

seventeen point three five percent

0.145

zero/nought point one four five

DEALING WITH NUMBERS

Fractions

$\frac{1}{3}$ *one-third*

$\frac{2}{3}$ *two-thirds*

$\frac{3}{4}$ *three-quarters*

$\frac{3}{5}$ *three-fifths*

$\frac{4}{9}$ *four ninths*

10^{12} ten to the power of twelve

4^2 four squared

DEALING WITH NUMBERS

Bigger numbers

357 m²

three hundred and fifty-seven square metres

1,560

one thousand five hundred and sixty (BrE)/ sixty (AmE)

DEALING WITH NUMBERS

Bigger numbers

296,350

two hundred **and** ninety-six thousand,
three hundred **and** fifty (BrE)

1,300,502

one million three hundred thousand, five
hundred two (AmE)

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Charts and Graphs

"A picture is worth a thousand words"

presenting and explaining data

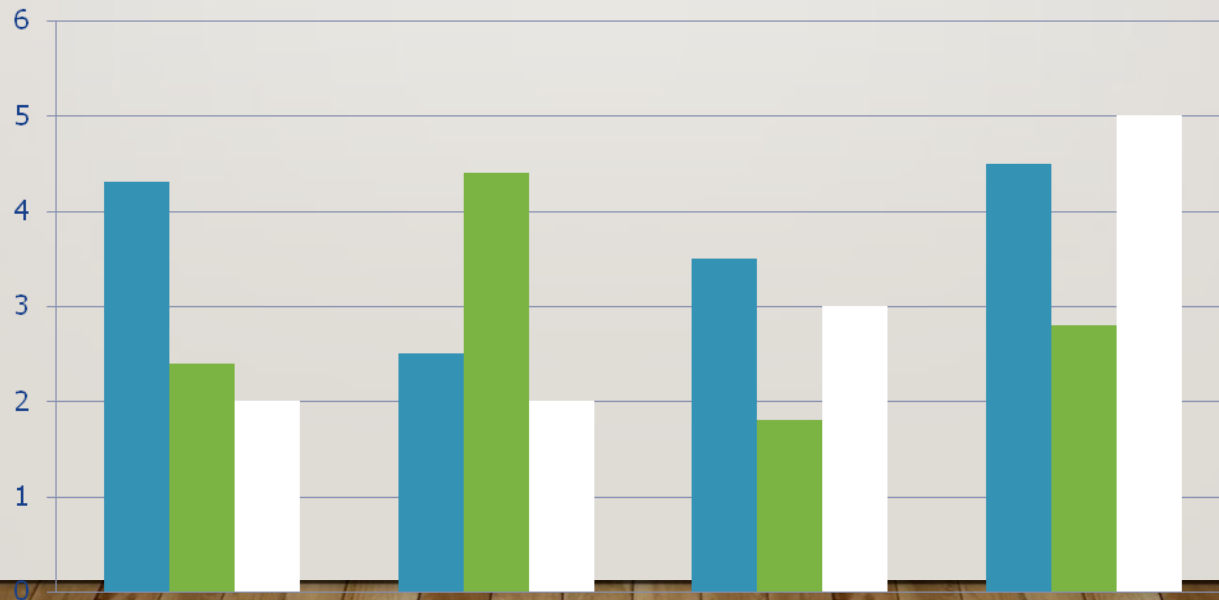


VISUAL AIDS

- Use pictures, graphs & symbols instead of words and numbers
- The best visual is the real thing; the next best thing is a picture of it
- Make pictures and diagrams large and easy to see

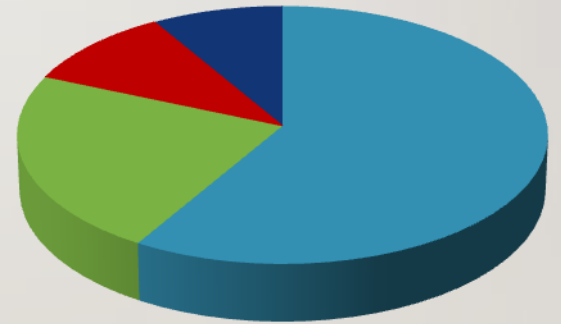
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Bar graphs are best for comparisons



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Pie graphs are best for showing distribution of percentages



REFERENCES:

**PRESENTATION SKILLS. *PARTICIPANT
WORKBOOK.* GLOBAL CONSULTING**