Name:

Date:

School:

Facilitator:

4.04 Components of an Effective Presentation

Total Points: 11

**Complete the questions below to review the guidelines for a good presentation slide show.**

1. Why should you avoid using too many transitions, animations, and/or sound effects in a presentation?

1. Do not write whole       on a slide.
2. Every slide should have a       at the top.
3. Outline your information on the slide using       points.
4. How many bullet points is enough per slide?
5. Is it a good idea to use fancy or decorative fonts on a slide? Why?

1. Remember that most of your audience will usually be       feet away.
2. gives a professional, cohesive look to your presentation.
3. Make sure your pictures do not       the text on each slide.
4. The last slide should be the       slide.
5. List your sources in       order on the Reference or Works Cited slide.