

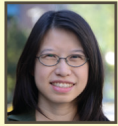
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a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

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## Centre for Teaching and Learning

**Tools  
For  
Excellence**

## PowerPoint Presentation Check-list

PowerPoint's can be wonderful teaching aides. They can greatly assist you, the presenter and are invaluable to students; especially when they are thoughtfully and meticulously prepared.

The following is a checklist. Practice you PowerPoint on a friend and then carefully review the following before revising as necessary.

### Content

The information I provided was on topic, interesting and important to others.

I was well prepared for topic.

I included reliable, factual information.

I added supportive detail to the main points.

### Organization

I was organized, my ideas were presented in a logical way. The information and arguments/details were easy to understand.

I stayed focused on the topic.

The introduction included a clear statement of the objective.

The body of the presentation contained supportive details

about the main point(s).  
I finished with a strong summary.

### **Visual Aids and Technology Use**

Pictures and graphics were relevant and focussed on the main points.

Pictures and graphics were creative.

Acknowledgement and copyright procedures were appropriate.

Presentation was attractive.

Letters and fonts were easily viewed and read by the entire audience.

Slides contained no spelling or grammatical errors.

### **Delivery**

I maintained excellent contact with my audience

I used eye contact.

When I spoke I addressed the entire class.

I spoke audibly and at an appropriate speed.

I used standard grammar.

I referred to my notes when necessary.

I did not read my slides but used them as visual re-enforcers.

### **Resources**

My resources were thoroughly researched.

I used authentic resources.

I supplemented my resources with interviews.

**The Centre for Teaching and Learning will be pleased to assist you further should you wish to explore this topic.**

## **10 Most Frequent PowerPoint Mistakes:**

1. Presentation Mistake #1 - You Don't Know Your Topic!
3. Presentation Mistake #2 - The Slides Are NOT Your Presentation
3. Presentation Mistake #3 - T. M. I. (Too Much Information)
4. Presentation Mistake #4 - Poorly Chosen Design Template or Design Theme
5. Presentation Mistake #5 - Electrifying Color Choices
6. Presentation Mistake #6 - Poor Font Choices
7. Presentation Mistake #7 - Extraneous Photos and Graphs
8. Presentation Mistake #8 - W-A-Y Too Many Slides
9. Presentation Mistake #9 - Different Animations on Every Slide
10. Presentation Mistake #10 - Hardware Malfunctions

For a full description of these errors go to :

[http://presentationsoft.about.com/od/presentationmistakes/tp/080722\\_presentation\\_mistakes.htm](http://presentationsoft.about.com/od/presentationmistakes/tp/080722_presentation_mistakes.htm)

### **Centre for Teaching and Learning**

The Centre for Teaching and Learning at UBC's Okanagan campus promotes and supports excellence in teaching and learning . The Centre provides campus-wide support for all models of teaching and learning, including online learning.

### **It is our Mission:**

*"To lead, support and promote teaching and learning excellence, innovation and scholarship at the UBC Okanagan campus."*