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Presentations

Checklist

Structure and content

- ☐ The agenda contains max. 6 points
- ☐ Only one piece of content is mentioned per slide

Layout and design

- ☐ The design ensures visual clarity and easy readability
- ☐ Only the most important content is placed on the slide.
- ☐ Visual consistency is ensured throughout
- ☐ Headings and content are vertically aligned to prevent visual disruption

Headings

- ☐ The slides contain action titles
 - Each item is phrased as a full mini-sentence reflecting the main idea
 - Symmetrical wording is applied to all action titles

Fonts and colours

- ☐ No more than two fonts are used within the presentation
- ☐ The font size is easy to read
- ☐ High contrast is ensured (keyword: accessibility)
- ☐ If colours are used, they have a purpose

Images

- ☐ The images and graphics support the content
- ☐ All images and graphics are labelled with a copyright notice, unless you own the images

Animationen

- ☐ Animations and effects should be used sensibly
- ☐ Distracting animations and effects are avoided

More detailed information can be found in this book:

- Philipps, David JP (2011): How to avoid Death by PowerPoint. k. A.: Presentation Skills Ltd.