### Elements of a Good Presentation

**Making a good presentation can be easy if you include the following elements:**

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| **1**. Simple slides, with no more than one concept per page, and no more than 25-30 words per page.  |
| **Good** |  |
|   |
| **Not so Good**  |  |
|  **2**. Text and images kept within a reasonable distance from the edges of the slide. This prevents the slide from looking over-crowded.   |
| **Good** |  |
|   |
| **Not so Good** |  |
|  **3**. Slides that are easy to read. Avoid flashy color schemes, fonts, and animation. These features should complement a presentation, and not be the presentation itself.   |
| **Good** |  |
|   |   |
| **Not so Good** |  |
|  **NOTE**: Choose "Slide Design - Color Schemes" from the task pane menu to see a variety of pre-designed schemes you can apply to your slides.   |
| **4**. A speaker who uses the slides as prompts and not as a script to be read aloud. Sometimes audiences find it distracting to try to read and listen at the same time. |