

Revision checklist for PowerPoint presentations

A PowerPoint presentation facilitates an oral presentation that gives information, explores research, teaches concepts, or proposes a course of action. It offers visual guidelines that outline information as well as reinforce key terms and concepts. Because templates make it easy to create PowerPoint presentations, some writers do so without carefully considering their audience, purpose, or ethos (their credibility or authority in the eyes of the audience). They may crowd each slide with information, expecting it to *be* the presentation rather than to facilitate it.

- Has the writer carefully considered the audience, purpose, and occasion for the presentation?
- Has the writer carefully considered his or her position in relation to the audience and how he or she wishes to be perceived by them (ethos)?
- Does the presentation truly complement the talk?
- Is the slide progression logical? Is the text simple and phrased in a consistent manner (parallelism)?
- If appropriate, does the presentation reinforce key concepts or phrases?
- Do the text, images, tables, and graphs facilitate and complement the presentation?
- Does white space appropriately set off text, images, tables, and graphs?
- Are the background, colors, fonts, and themes appropriate and consistent?