**Assignment #7 – PowerPoint Presentation**

**Assignment requirements:**

* + Do not include too much text on a slide – put only the key points, but be prepared to verbally discuss those points in greater detail.
  + A good rule of thumb is to allow 1 – 2 minutes per slide; if you can read your slide in thirty seconds, you should be able to further discuss it in 1 – 2 minutes.
  + A PowerPoint is not a script. Do NOT read your slides.
  + Choose an appropriate background – not too plain, not too flashy, and appropriate for the topic and the audience.
  + Color & contrast are important, so that your audience can read your slides. Font style and text size are also important.
  + Visual aids help to break up the monotony and to get the audience’s attention.
  + Formatting & consistency contribute to (or detract from) your professionalism.
  + Know your presentation by practicing repeatedly. Knowing your presentation will help you maintain a good pace.
  + Present TO THE AUDIENCE. Speak to them, not the screen, your notes, your shoes…

Your boss, the benevolent Mr. Bernard, has asked you to submit your PowerPoint file, so that he can review it before your presentation. He’ll review it, and give you some feedback for improvement.