WRITING AND COMMUNICATION CENTER THE HARVARD CLINICAL AND TRANSLATIONAL SCIENCE CENTER HARVARD CATALYST



CHECKLIST FOR ASSERTION-EVIDENCE SLIDES



Style

- Begin each body slide with a sentence-assertion headline that is left justified and no more than two lines
- 2. Support the assertion headline with visual evidence (photographs, drawings, graphs, films or words and equations arranged visually) avoid bullet lists
- 3. In the body of the slide, use words only when necessary design your slides so that the audience reads no more than 20 words per minute



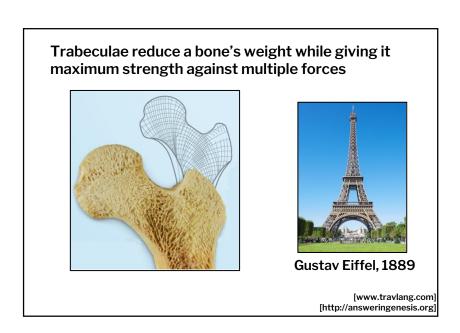
Typography

- 1. Use a bold sans serif typeface such as Calibri
- 2. Use 28-point type for the headline, 18-24-point type for the body text, and 12-14-point type (not bold) for reference listings
- 3. Avoid setting text in all capital letters, in italics, or with underline



Layout

- 1. Keep blocks of text, especially with headlines, to no more than two lines
- 2. Keep lists to two, three or four items
- 3. Use small margins on the sides, so that you can insert sufficient white space between elements—for instance, leave at least a half-inch of white space below the headline



Assertion-Evidence Slide Structure is documented in The Craft of Scientific Presentations (Michael Alley 2013)