



Instructions: Each checkbox on this document lists a key quality of strong slide design. Read this checklist before creating your slides and follow the guidelines as you build your presentation. When your slides are complete, use this checklist as a self-assessment tool.



STYLE

- ☐ Each slide (with exception of title slide) has a headline in the form of a sentence (left justified with no more than two lines).
- ☐ Headlines are supported with visual evidence (photographs, drawings, graphs, films, or words and equations arranged visually).
- ☐ Bullet points are not overused and words are included only when necessary—slides are designed so that the audience reads no more than 20 words per minute.
- ☐ An appropriate number of slides are used (approximately 1 slide per minute).

TRANSITIONS/ANIMATIONS

- ☐ Animations, special and sound effects are kept to a minimum.



LAYOUT

- ☐ Blocks of text, especially headlines, are no more than two lines.
- ☐ Lists are kept to two, three, or four items.
- ☐ White space is intentionally used and organized to enhance readability.
- ☐ Slides do not look cluttered.



TYPOGRAPHY

- ☐ Bold sans serif typeface (such as Calibri) is used.
- ☐ 28-point type for the headline, 18–24-point type for the body text, and 12–14-point type (not bold) for reference listings are used.
- ☐ Text is not all in capital letters, in italics, or with underline.



VISUALS

- ☐ Strong visual themes and evidence are present throughout slides.
- ☐ Visuals are inclusive and accessible.
- ☐ High resolution images and no clip art are used.
- ☐ Clear captions, labels, and symbols with numbers, letters, arrows, and lines are included to make data and steps in a process more clear and easier to follow.
- ☐ Sources are appropriately credited.



COLOR

- ☐ Color contrasts and combinations are accessible and make text easy to read against the background.
- ☐ Color scheme is consistent.