

Eleven Ways to Have an Excellent Project PPT — A Checklist Winter Ecology

1. Read the [Grading Criteria for Projects](#) handout.
2. Review the following *guides*:
 - Especially, the [Project Presentation Writing Guide](#)
 - [Tips for PowerPoints](#) = “The Good, the Bad and the Ugly” PowerPoint
 - [Citation Guide](#)
3. The PPT has many of the same requirements as your proposal in terms of structure and content. The key difference is that the *slides* present this in bullet form, and the *notes* section includes details of your work.

Specifically, the *notes* include your oral argument that follows the logic of the slides’ bullets, combined with a more inclusive write-up of your work (such as material in your Proposal presumably which you have improved upon). This write-up does not have to be polished (but readable) and can also be in bullet form.

For your *slides*, be sure your bullets are -

- Concise
- Relevant
- In phrase form –
 - Avoid articles (e.g., ‘the’), unless necessary for meaning:
 - “Sky is blue” instead of “The sky is blue”
- Say something specific, not just a topic you're going to discuss:
 - “Sky is blue” instead of “Sky color”
- Well organized –
 - So that slides aren't super-busy and difficult to read
 - Ok for a topic to spill over onto another slide if need the room

4. **Title** slide –

Take care to have a clear, concise title that says what effect/relationship you are studying and where. Be sure title slide has your name, course name, year, location – see [Presentation Guidelines](#).

Include 'Citation Information' for your presentation in the Notes frame of the title slide, including keywords – see [Presentation Guidelines](#) for specifics.

5. **Content** –

For specifics re what to include and emphasize in your *Introduction, Methods, Results, Discussion, Summary/Conclusion, Acknowledgements, and Literature Cited*, see the [Project Presentation Writing Guide](#), Section III.

- Especially note that in the *Introduction*, you must make a clear argument for your question (remember: "What is the question?"), supported by peer-reviewed scientific journal articles.
- Especially note that in your *Methods*, clearly show you can test your question.

6. Be sure to use ***in-text citations*** on your slides – be sure to use the guidelines for these, and to include these where appropriate on the slides (following statements and in much smaller font).

- Be sure to follow the citations guidelines for your ***References/Literature Cited*** slide.
- Good style is to put cites on slides in a smaller font so aren't visually distracting to your audience.

7. Follow the general rule of ***1 content slide per minute***.

Take care not to load up your PPT with Intro and Method slides – stick to the point. If you have more than 5-6 slides for Intro, Question, and Methods, you won't have enough time for the really important stuff – Results and interpretation.

To protect the time you have for a short presentation, skip over or leave out an Outline slide.

If you decide to take out slides you've created, you can keep them in your PPT as an Appendix (following your References) to keep as part of your record, and to refer to if needed in questions.

8. Include appropriate ***photos*** to help your audience understand what you're saying, and to visually break up a text slide.

Tips –

- Photos and illustrations must be about what you're talking about, and be of the same ecosystem or organism you're taking about
- Do not distort the image on resizing
- Do not drag images from websites to your PPT – save them on your machine first, then insert them (otherwise they may be lost when shown on a PC)

9. Final check of ***slide layout*** –

- Give a trial run projecting your PPT:
 - Check that your text/background have sufficient ***contrast*** (but not blinding) that works for the room you'll be talking in
 - Check that ***fonts*** large enough to read easily from back of room
 - Check you've left out any ***animations*** (except “Appear / immediately on click”) or ***sounds*** (unless of the organism you're studying).
- ***Proof*** your PPT for misspellings, grammar.
- If created your PPT on a Mac, check that images and formatting are ***ok on a PC*** (such as those in the lecture room). If problems are difficult to resolve, create a pdf of your ppt; check that works on the PC. If you convert it to a pdf, also submit your PPT.

10. File size & file name –

- Be sure to ***compact images*** on saving to reduce file size (different for different PowerPoint versions – check Help; see also [Presentation Guidelines](#) for the technique for some versions).
- ***File naming*** protocol – include your name, title keywords, and 2-digit year: e.g. “JamesDean_Treeline&Snowdepth_11.ppt”. Use underscores in place of spaces.

11. Finally: ***Practice, practice, practice*** – Practice to assure that what you want to say flows well and that you are within your 10 mins (we'll have signs to let you know when you have 5 min and 0 min left; points off for going over).