



## Gathering Information

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# POWER POINT

## POWERPOINT PRESENTATION

Each student is required to create a PowerPoint presentation revealing the highlighted findings of his or her comparative study. If you were presenting a formal report in front of a board of directors, they would expect to see professionally designed visuals to accompany/highlight your presentation speech.

### **GUIDELINES FOR POWERPOINT PRESENTATION:**

1. Presentations must include PowerPoint slides that incorporate text, tables, graphs, charts and visual illustrations (photographs, graphic art, cartoons, etc.). A minimum of 15 PowerPoint slides must be used and among those 15 there **MUST** be at least one of each: Text slide (includes title slide and final conclusion slide), Table, Pie Chart, Bar Chart, Line Graph, Visual Illustration.

#### 2. Rules For Preparing Slides:

- Include one main idea, table, chart, or image
- Use the 6 x 6 rule: No more than 6 words per line x 6 lines per slide
- Use simple fonts, large enough to be read easily
- Use active words
- Use short sentences

3. Use Pie Charts, Bar Charts, Line Graphs and Tables appropriately. Review Week 6 lecture notes on “How To Present Data” - - tells you which type of chart should be used when presenting based on the information being presented.

4. Presentations (as well as Formal Reports) must include a conclusion. What were the parameters of your search? What were the deciding factors? What did you decide? Why?