

# The PowerPoint Pre-Presentation Checklist

## Screen Readability

- ✓ Identify the Target Delivery Platform?
  - ✓ Video Conference or Conference Room
  - ✓ Slide Size & Aspect Ratios!
- ✓ Font Size
- ✓ Number of Words on the Screen
- ✓ Color Background
- ✓ Background Graphic Interference

## The Language Fundamentals

- ✓ Spelling
- ✓ Homophones
- ✓ The Wrong Word Spelled Correctly
- ✓ Grammar

## Consistency!

- ✓ Punctuation
- ✓ Capitalization
- ✓ Parallel Construction
  - ✓ # of Words
  - ✓ Verbs / Nouns
  - ✓ Tense: Present or Past or Future
- ✓ Font Size & Family

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