

PRESENTATION AUTOEVALUATION SHEET

CRITERIA	SCORE 1-4	DESCRIBE ONE FEATURE YOU FOUND LESS EFFECTIVE. HOW COULD IT BE IMPROVED?
Is the background colour suitable?		
Is the text colour suitable?		
Is the text the right size?		
Are the images well place?		
Are the images suitable?		
Is sound used effectively?		
Are the pages laid out attractively?		
Is the content appropriate?		
Does the presentation have a good structure?		

TIPS

DO:

1. USE THE SAME BACKGROUND
2. USE A LIMITED NUMBER OF COLOURS
3. USE NO MORE THAN TWO FONTS
4. USE A CONSISTENT LAYOUT
5. USE SOUND VER Y SPARINGLY

DON'T:

1. USE DIFFERENT COLOURS FOR EACH SLIDE
2. MIX FONTS
3. USE CLASING COLOURS
4. PUT TOO MUCH INFORMATION ON ONE SLIDE
5. USE LOTS OF SOUND EFFECTS
6. USE MORE THAN ONE TYPE OF ANIMATION