Q1. What are the guidelines while making a powerpoint presentation?

Ans.
- Include only one idea per slide
- Spend only 1 minute per slide
- Make use of your heading
- Include only essential points
- Give credit, where credit is due
- Use graphics effectively
- Design to avoid cognitive overload
- Design the slide so that a distracted person gets the main take away
- Iterately improve slide design through practice
- Design to mitigate the impact of technical disasters
- → These rules are just a start in creating more engaging presentations that increase audience retention of your material.

Q2. What are the principles of making an effective powerpoint presentation?

Ans.
1. Get the attention of your audience:
   - Slide contents ~~to~~ should not ~~snatch~~ snatch the attention of your audience.
2. Slides should add value
   - Do not add sentences but make points on your slides.
3. Specify one point per slide:-
   - Create synergy and attract the attention

of your audience.

4. Use relevant images
- Do not use bullets, rather use images to drive home your points.

5. Use readable font size:
- Small font size makes your slide difficult to read.

6. Do not over use animations
- Be purposeful and consistent when choosing animation effects.

Q3. What are the common mistakes to avoid when making a presentation?

Ans.
- Not preparing enough
- Not familiarizing yourself with the venue and equipment
- Ignoring your audience
- Using Inappropriate content
- Being too Verbose
- Using ineffective visuals
- Overcrowding text
- Speaking incoherently
- Showing a lack of dynamism
- Avoiding eye contact
- Going over your allocated time
- Failing to address the audience
- Using too much jargon
- Not classifying th
- Bad color schemes
- Wrong Slide Transitions