

STUDENT'S HANDOUT

Video: Life after Death by PowerPoint by Don Mcmillan.

To download and view the video:

<http://englishforofficeapplications.wordpress.com/2012/01/22/dynamic-presentations-death-by-power-point/>

Original video source: <http://www.davidairey.com/how-not-to-use-powerpoint/>

A. Look at the following list describing what may be wrong with a slide/presentation. Watch the video and say which of these problems are mentioned. Indicate in which order they appear in the video:

* Pictures cannot be seen well enough * Information is not well structured.
* Too many animated objects * Too much text * Too many bullet points
* Poor choice of multimedia features * Font colour and background colour do not combine well * Font size is not big enough * Too much information and too many effects * Spelling mistakes

B. Choose the correct answer according to the video:

1. Why adding all the text you want to say on your slide is not a good idea?
 - a. Because you would have to spend a lot of time designing your presentation.
 - b. Because that will make your presentation quite tedious.
 - c. Because images are better than words.

2. What errors in the slide are caused by not having run the spell check?
 - a. There are several words written incorrectly.
 - c. There are syntax mistakes.
 - d. The sentence word order is not correct.

3. Why can't you use too many bullet points?
 - a. Because they are not too aesthetic.
 - b. Because it does not look too professional
 - c. Because with too many bullet points it is not easy to discern the key message.

4. What happens when you add too many effects in a slide?
 - a. It gets very difficult to read.
 - b. It becomes very interesting.
 - c. It looks great.

5. Why should you use animation with moderation in a presentation?
 - a. Because you need to be a professional PowerPoint designer to do it.
 - b. Because it distracts the audience too easily.
 - c. Because it takes up too much space.

6. Why does the speaker say that if you choose Times New Roman as a font you are "lazy, apathetic and unimaginative"?
 - a. Because it is the font by default. Choosing it saves you the trouble of having to decide what font to use.
 - b. Because it is the font used by people who don't like writing.
 - c. Because it looks ugly.