

Presentations

A multimedia presentation is a collection of slides that may contain text, images, videos, audio clips, etc. It can be helpful to use attractive visual features when introducing a topic, giving a speech, supporting an idea or narrating a story. The following are tips to create a successful multimedia presentation.

1. **Use layout to your advantage**
Most languages read left to right, top to bottom. Using **layout** is a simple but effective way to control the flow of information.
2. **No sentences**
Slides are simplified, visual notes that capture and reinforce main ideas, not complete thoughts. As the speaker, you will give complete content and information. Use keywords to send your message and try to avoid complete sentences.
3. **Follow the 6×6 rule**
The 6×6 rule means a maximum of six **bullet points** per slide and six words per bullet.
4. **Keep the colours simple**
Use simple light and dark colours. Exceptionally bright text can cause eye fatigue, so do not use those too much. Dark text on a light background or light text on a dark background will work well.
5. **Use the right fonts**
Traditionally, some **fonts** (Times New Roman, Garamond, Bookman) are best for printed pages, and others (Helvetica, Tahoma, Verdana) are easier to read on screens.
6. **Avoid overstyling the text**
Three of the easiest and most effective ways to focus attention on a text are: **bold**, *italics*, a **change in colour**. Our eyes are naturally attracted by these, but if you use them too much you can make the text look busy and distracting.
7. **Choose the right images**
The images you choose for your presentation are perhaps as important as the message. They do not only support the message, but also enrich it. They should be illustrative, but not generic, **supportive**, but not distracting, inspiring and **engaging**.

The Rule of Three

Breaking your slides into 3 concepts helps to:

- 1 Give a compelling structure to your presentation
- 2 Keep it simple
- 3 Keep your audience engaged



bullet points: *elenco puntato*
engaging: *coinvolgente*
font: *carattere*
layout: *impostazione del testo*
to overstyle the text: *eccedere nel corredare graficamente il testo*
supportive: *di sostegno*

1 Create a slide presentation (maximum 8 slides) on one of the following topics:

- The basic hygiene rules to be followed in everyday life in order to prevent infections from viruses and bacteria
- The importance of a balanced diet for a healthy lifestyle
- The benefits of group activities (music, drama, sport) for elderly people