 Visuals

 Formatting your text

 True False

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| …….. ……. | 1. There are significant differences in the choice of typefaces between printed information and a presentation. While a typeface like **Arial** might look presentable on paper, in a presentation it can be more difficult to read than **Times New Roman**.
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| …….. ……. | 1. Depending on the size of the presentation room, some font sizes might be more legible than others. Use a font size of at least size 12pt.
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| …….. ……. | 1. Although UPPER CASE letters might be good to emphasize a point, their use should be sparing or avoided. Upper case letters despite occupying more space on the slide, are also slow to read.
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| …….. ……. | 1. **Bold face** make letters more readable and are also clearer when projected on a screen. *Italics* are slow to read especially from a distance and should be avoided or used sparingly.
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| …….. ……. | 1. Colour blind people (i.e., those who have a problem differentiating *red*, *green* and *brown*) are estimated to be as high as 0.5% of the male population.
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| …….. ……. | 1. It is imperative that all important points or graphics are placed in the upper part of the screen and highlighted with a brighter color.
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| …….. ……. | 1. Too much details on a slide is intimidating and incomprehensible to most viewers, leading to information overload.
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| …….. ……. | 1. Information should not fly in to your slides. Avoid using animation in your slides. Most listeners want to see all of the contents of a slide, and not be surprised by new information.
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| …….. ……. | 1. All headings and the subheadings on the same slide should have parallel grammatical form. Try to start most subheadings with the same part of speech, such as a verb or a noun. This will make them easier to scan.
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| …….. ……. | 1. Write complete thoughts and full sentences. That way, your listeners can study your slide when they have problems understanding your accent.
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| …….. ……. | 1. Do not fill slides with more than 10 words per line and no more than 10 lines per slide.
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| …….. ……. | 1. Use generous line spacing.

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