


PowerPoint Presentation Rules

- Paper Requirements.** Carefully follow Customer's instructions while creating a PPT.
- Bullet points.** The text on slides should be presented in **bullet points**. A bullet point should not necessarily be a full sentence, **but rather a short phrase/clause stating one idea/point**.
- Parallel structure.** All bullet points within one slide should have the same structure:
 - if the 1st bullet point starts with a **verb**, then the rest of the bullet points should start with **verbs**
 - if the 1st bullet point is a **full sentence**, then the rest of the bullet points should be **full sentences**
 - see the following links for better understanding of parallelism:
 - <http://www.slideshare.net/editage/lists-of-bullet-points-maintaining-a-parallel-structure>
 - https://owl.purdue.edu/owl/general_writing/mechanics/parallel_structure.html
- Background.** It should correspond to the topic. It should not be a photo. Text should be easy to read.
- Pictures.** Any PPT should be **eye-catching and interesting**. There must be **pictures of good quality** or **charts/graphs**. They should be relevant and correspond to/support the point made. To find free pictures, you are more than welcome to use the links below:
 - <https://unsplash.com>
 - <https://pixabay.com/>
 - <https://www.pexels.com/uk-ua/>
 - <https://www.freeimages.com/>
 - <https://www.everypixel.com/>
- Speaker Notes.** Customer may order **speaker notes to slides** as an **additional paid service**. They should be placed below the slides. Speaker notes tell the speaker what to say during the presentation. Usually, they should be around **100-150 words per slide**.

NB! Speaker notes refer to a **paid** option. Writers must ask for compensation if they did not get a payment for speaker notes. Send a clarification message to the Customer right after taking the order.



4854492149_Health Promotion - PowerPoint

MS SLIDE SHOW REVIEW VIEW

Text Direction -
Align Text -
Convert to SmartArt -

Paragraph

Shape Fill -
Shape Outline -
Shape Effects -

Find
Replace
Select -

Editing

Improvement of Future Outcomes

- Enhance concentration
- Encourage participation
- Promote understanding
- Facilitate the agreed-upon achievement of goals
- Enhance engagement in healthy behavior

Speaker Notes

The recommended changes can improve future outcomes. For example, when additional materials are used in the teaching process, they are expected to enhance concentration and provoke curiosity throughout the teaching process. The participants can ask questions, thus demonstrating increased participation in the educational plan. The interest, attention, and active participation of the participants are expected to promote the understanding of the information. Therefore, it is likely to facilitate the achievement of agreed-upon health goals. Knowledge of health education recommendations facilitates the implementation of healthy behaviors (Bergh, Friberg, Persson, & Dahlborg-Lyckhage, 2015). Therefore, these changes can help the participants to initiate their individualized health plans immediately after the educational session.

7. **Tables/Graphs/Charts.** If any of these are present in the PPT, they should be **titled and properly cited:**

- <https://libguides.jcu.edu.au/apa/images/assignmentshttps://guides.unitec.ac.nz/apareferencing/images-tables-figures>
- <https://guides.unitec.ac.nz/apareferencing/images-tables-figures>

8. **Formatting**

Pay attention to the following:

- **Font.** Make sure the **font** used in PPT is of adequate size and color. It should be easy to read on the chosen background. For more details check the following link:
 - <http://csee-scee.ca/wp-content/uploads/2012/06/TalkHints.pdf>
- **Indentation.** Carefully check **indentation**:
 - ✓ title/subtitles and bullet points should be properly positioned;
 - ✓ title/subtitles should not merge with the bullet points;
 - ✓ text should not go beyond the layout margins;
 - ✓ text should not be hidden behind the pictures.
- **Language formatting.** The text should not be underlined in red. If it is underlined, it means that the text is formatted in different than English language.

9. **Word Count = Number of slides**

Word count in this case means the **number of content slides ordered** excluding the Title page, References, and slides containing solely pictures/links to videos.

- The number of content slides provided by a Writer should **correspond to the number of slides ordered** by Customer.
- If instructions ask for more slides than Customer paid for, a Writer **should clarify the issue with Customer** and ask for compensation.
- If a Writer needs more slides to cover all instructions, they **should clarify the issue with Customer**.

10. **Plagiarism**

- **Related paper.** All information presented on PPT slides should be **authentic**. No information can be copied from the related paper to PPT; yet, information in PPT should reflect that information in different wording. **Exceptions** include C's permission or a clear request to include direct parts of the text from the paper (i.e. a Writer should contact the Customer to clarify, if he/she can use the same sentences directly in this PPT). **Without such clarification message, plagiarism is considered as valid** and QCT will ask a Writer to paraphrase plagiarized parts.
- **Speaker notes.** No information from the slides can be copied into Speaker Notes section, but it should clearly reflect the ideas presented on the slides.