

Exercise walk-through

1.4

Creating Effective Presentations

GAC Computing

You must be able to

- give each slide one clear message
- use concise prompts instead of a spoken script
- apply readable contrast, type size, and layout

1

The method

Method — Make the slide support the talk

Weak title: “Bus routes”. Strong title: “Bus routes now feed the metro.” The strong title states the message.

Use a few short **bullet points** 要点 as prompts. Choose large, high-contrast text that a student at the back can read. The speaker explains the detail; the slide should not be a document.

2

Practice

Practice 2.1 ■ 1 mark

State the purpose of bullet points in a presentation slide.

Solution 2.1

Method: Make the slide support the talk — p.4

Worked steps

- They are short prompts for the speaker and audience. **B1**

Practice 2.2 ■ 1 mark

Identify which title is clearer: “Pollution” or “Electric buses cut street pollution”.

Solution 2.2

Worked steps

- “Electric buses cut street pollution.” **B1**

Practice 2.3 ■ 2 marks

Explain why a speaker should not put a full paragraph on a slide.

Solution 2.3

Method: Make the slide support the talk — p.4

Worked steps

- The audience reads instead of listening to the speaker. **B1**
- The speaker may simply read the text and add no explanation. **A1**

3

Exam-style

Exam-style 3.1 ■ 4 marks

A slide has pale yellow text, a white background, and ten lines of small text. Explain two problems with this slide.

Solution 3.1

Method: Make the slide support the talk — p.4

Worked steps

- Pale yellow on white has weak contrast, so it is hard to read. **B1** **A1**
- Small, dense text cannot be read easily from the back. **B1** **A1**

Exam-style 3.2 ■ 4 marks

Recommend two changes that would make the slide more useful during a talk.

Solution 3.2

Method: Make the slide support the talk — p.4

Worked steps

- Use a short message title and a few concise bullet prompts. **B1**
- The speaker can then explain the evidence aloud. **A1**
- Use large dark text on a light background. **B1**
- This improves readability for the whole audience. **A1**