

Advice for Contributors



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Introduction

- This presentation provides advice for people who wish to contribute slide-based material to the training course
- You will find some more advice in the *Notes for Contributors* chapter of the *Notes Manual*

1. How much information to put into a slide

How much information to put into a slide

- There are two conflicting goals for slides. Each slide should:
 - Contain enough information to be self-teachable
 - Omit some details so teachers can add value
- Striking a balance between those conflicting goals takes practice:
 - It helps if the slides are complemented with textual notes or an annotated bibliography
 - Then students know they can find more details easily if they want to
- The following slides show examples of:
 - Too little information in a slide
 - An appropriate amount of information in a slide
 - Too much information in a slide

Example: too little information in a slide

- The 5x5 rule
- Often advocated for short presentations
- Inappropriate for training courses

An appropriate amount of information in a slide

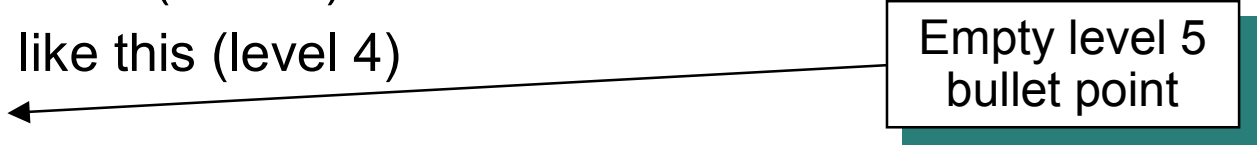
- The 5x5 rule. Have no more than:
 - 5 bullet points per slide
 - 5 words per bullet point
- This is often advocated for short presentations:
 - A bullet point names a topic but gives no information about that topic
 - The audience is forced to listen to the presenter to get the information
 - The audience cannot read ahead to get information and then tune out
- The 5x5 rule is inappropriate for training courses:
 - The lack of information forces students to write lots of notes
 - Students find it difficult to write notes *and* listen at the same time
- The previous slide shows *this* slide written in the 5x5 style

Too much information in a slide

- Some people like to write entire paragraphs in bullet points. This is a bad idea for several reasons. First, students spend so much time reading that they cannot properly listen to what the instructor is telling them. Second, the instructor is reduced to just reading what is written on the slides and there is little opportunity to provide some “added value” information.
- It would be better to tell students to read a book. A book would probably be cheaper than the training course fees. Also, reading a book would be far less frustrating than reading slides with too much text on them.

2. Miscellaneous topics

Adding space between bullet points

- Text in a bullet point at level 1 is in a 24-point font (like this)
 - Text in a bullet point at levels 2, 3 and 4 are in a 20-point font (like this)
 - And like this (level 3)
 - And like this (level 4)
 - Level 5 is formatted with a 10-point font:
 - That font size is too small to read comfortably
 - Use a bullet point at level 5 *without any text* to get a small gap *between* other bullet points
- 
- The diagram consists of a rectangular box with a black border and a light blue background, containing the text "Empty level 5 bullet point". A black arrow originates from the left side of this box and points horizontally to the left, ending just above the text "And like this (level 4)" in the nested list above.

Writing a new chapter of slides

■ Step 1:

- Make a copy of this presentation
- Give the file a name of the form `p<part>-<chapter>-<title>.ppt`:
 - `<part>` is a two-digit number for the part
 - `<chapter>` is a two-digit number for the chapter within the part
 - `<title>` is the chapter's title, with spaces replaced by “-”

■ Step 2:

- Open the newly created presentation
- On the title slide, change “Advice for Contributors” to the title of the new chapter
- Edit the slide master
(In PowerPoint 2000, click on *View* → *Master* → *Slide Master*)
- Change “Advice for Contributors” to the title of the new chapter
- Click on *View* → *Slide Sorter* and delete slides you do not want