

## 8 Huge PowerPoint Mistakes Checklist



**Make sure you watch the video first!**

<https://www.englishgymjapan.com/8hugepowerpointmistakes>

Please check the boxes after you complete making your PowerPoint slideshow.

1. My slides do not have too much writing.  
(Each slide with too much writing = -10%.)
2. My slides have no spelling mistakes.  
(Each spelling mistake = -10%.)
3. My titles, bullet points, etc. use capital letters appropriately.  
(Not using capital letters appropriately = -10%.)
4. My font sizes were big enough, at least 30 point font.  
(If the font size is too small = -10%.)
5. My images have no watermarks.  
(Each image with a watermark = -10%.)
6. My images are not blurry; they are very high-quality images.  
(Blurry, low-quality images = -10%.)
7. My slides have no Japanese; they are all in English.  
(Each slide with Japanese = -10%.)
8. My slides do not have too many or crazy, senseless animations.  
(Too many, crazy, or senseless animations = -10%.)
9. I have practiced my PowerPoint presentation with a timer.  
(Practice makes perfect. You should practice many, many times!)
10. I promise to TALK and NOT READ my presentation.  
(If you read, you will not pass!)

Name: \_\_\_\_\_ Number: \_\_\_\_\_