

## GENERAL SECTION

### HOW TO PREPARE AND PRESENT YOUR SLIDES

Jahangir A. Khan

Often scientific meetings are organised at local, national or international level. I have observed that there has been very little improvement in the standard of Visual Aids presentation. Why do you use slides? Obviously to supplement yourself in the presentation and to provide viewers the general message even if it is unfamiliar to them. Most commonly two types of visual aids are used: Slides or Overhead Transparencies.

Most of us do not know how to prepare slides, often we overload our slides which lead to distraction rather than a supplement to the spoken presentation. Of course, you do not produce that sort of slides, but you probably know somebody who does. Do him a favour and pass on the following tips.

Before giving specific guidance, it is worthwhile observing that there are many excellent publications on how-to-do-it, but their recommendations are usually ignored. Senior staff are not strict enough in correcting the efforts of their junior staff, and are sometimes at fault themselves. Chairholders at meetings rarely have the courage to ask the speaker to remove a bad slide; nor do photographic departments refuse to make them. Perhaps the only solution is for the audience to shout when slides are awful.

It is for your information that rules for slides apply exactly to the rules which should be followed when preparing overhead transparencies. The suggestions which follow mainly refer to the text which can be prepared as typed material. When graphs and figures have to be prepared, professional advice should always be obtained on matters such as thickness of lines and size of lettering, symbol and format.

To prepare the text of a slide make a frame 11 cm x 7.5 cm (4.5 x 3 inches). Everything must be typed within the frame: if this is not possible then the text is too long, and you have too much material for a single slide.

#### Typewriters

Use landscapes (long-axis horizontal) rather than portrait (long-axis vertical) layout. Some screen cannot show the latter without losing the top and bottom of the slide. However, journals often prefer portrait for tables and figures. If possible use an electric typewriter. If you have to use manual typewriter, clean the keys and use a non-fabric ribbon. If this is not possible, a better contrast is obtained by using reversed carbon paper behind the type paper, and by typing twice over.

---

From Ayub Medical College, Abbottabad  
JAHANGIR A. KHAN, Ph. D, (UK), RMRC Research Centre

REPRESENTATIVE NUTRIENT VALUES OF FOODS

Food	per 100g edible portion						Reference
	Waste (% of food as pur- chased)	Energy	Protein	Retinol equiv- alents ( $\mu$ g)	Vitamin C (mg)	Iron (mg)	
Cereals and products							
1. Maize, meat-96% extraction	0	362	9.5	0*	0	2.5	70
2. Maize, meal-60% extraction	0	354	8.0	0*	0	2.0	70
3. Millet, flour, bulrush	0	365	9.0	0	0	2.0	70
4. Oats, no hush	0	388	12.0	0	0	5.0	70
5. Rice-parboiled	0	354	8.0	0	0	2.0	70
6. -polished	0	363	7.0	0	0	1.7	70
7. Sorghum, flour	0	353	10.0	0	0	4.0	70
8. Wheat-whole grain	0	344	11.5	0	0	3.5	70
9. -refined	0	350	10.0	0	0	1.5	70
10. Pasta, raw	0	370	13.7	0	0	1.4	67
11. Kishk/tarhana (wheat/milk product)	0	391	15.9	26	0	2.0	69
Starchy roots, tubers, and fruits							
12. Banana	33	116	1.0	30	10	0.5	70
13. Cassava, fresh	5-15	153	0.7	5	30	1.0	70
14. gari-flour	0	342	1.5	0	0	2.0	70
15. Plantain	33	128	1.0	10	20	0.5	70
16. Potato, Irish/English	13	82	2.0	0	18	0.8	70
17. Sweet potato	15	114	1.5	12+	30	1.0	70
18. Taro/Cocoyam	20	113	2.0	0	5	1.0	70
19. Yam, fresh	5-15	104	2.0	6	10	1.2	70
Pulses/legumes and products							
20. Broad/horse bean, dry	0	342	25.0	15	0	6.0	70
21. Chick pea, dry	0	368	20.0	6	0	6.4	70
22. Cow pea, dry	0	340	22.0	6	0	5.0	70
23. Groundnut-fresh	0* $\pm$	332	15.0	0	10	1.5	70
-dry	0* $\pm$	579	27.0	0	0	2.5	70
24. Kidney bean, dry	0	339	24.0	0	0	8.0	70
25. Lentils, dry	0	339	24.0	10	0	7.0	70
26. Mung bean, dry	0	324	22.0	3	0	8.0	70
27. Pigeon pea, dry	0	328	20.0	15	0	5.0	70
28. Soy bean, dry	0	385	33.3	2	0	9.5	35
29. -curd(unpressed)	0	33	3.1	0	0	0.8	35
30. -curd cheese	0	135	12.5	4	0	5.6	35
31. -curd(tofu)home made	0	97	12.0	0	0	5.7	35
32. -Tempeh	0	149	18.3	5	0	10.0	35

\* Yellow maize contains about 45  $\mu$ g.

+ Yellow sweet potato contains about 200  $\mu$ g. Deep yellow sweet potato contains about 400  $\mu$ g.

# If purchased with shell, waste=30-35 per cent.

Table 3.7 Effect of Triton X-100 On nine activities of rat gastrocnemius muscle.  
The mean values shown were calculated from the results of three experiments.

ENZYME	PH	% OF UNTREATED ACTIVITY									
		15	10	17	21	25	26	28	31	31	30
$\beta$ -D-Glucosidase	4.0	15 $\pm 0.5$	10 $\pm 0.4$	17 $\pm 0.6$	21 $\pm 0.7$	25 $\pm 0.6$	26 $\pm 0.4$	28 $\pm 0.5$	31 $\pm 0.6$	31 $\pm 0.4$	30 $\pm 0.4$
$\beta$ -D-Glucosidase	5.3	95 $\pm 3.4$	74 $\pm 2.6$	90 $\pm 4.8$	123 $\pm 4.7$	162 $\pm 6.7$	190 $\pm 7.3$	223 $\pm 14$	276 $\pm 13$	321 $\pm 12$	310 $\pm 13$
$\alpha$ -D-Mannosidase	4.4	121 $\pm 2.1$	140 $\pm 2.1$	160 $\pm 4.7$	175 $\pm 3.9$	190 $\pm 4.3$	185 $\pm 5.4$	190 $\pm 6.4$	170 $\pm 8.4$	160 $\pm 12$	140 $\pm 14$
$\alpha$ -D-Mannosidase	6.4	100 $\pm 1.3$	107 $\pm 2.1$	102 $\pm 3.1$	101 $\pm 3.6$	95 $\pm 3.7$	90 $\pm 3.4$	90 $\pm 3.7$	80 $\pm 2.8$	70 $\pm 4.1$	75 $\pm 3.1$
$\alpha$ -L-Fucosidase	6.2	117 $\pm 4.7$	223 $\pm 4.7$	310 $\pm 3.8$	333 $\pm 9.2$	327 $\pm 3.8$	313 $\pm 6.7$	300 $\pm 6.6$	287 $\pm 6.7$	267 $\pm 7.4$	217 $\pm 7.4$
$\beta$ -D-Dlucuronidase	5.0	170 $\pm 3.1$	200 $\pm 3.0$	251 $\pm 2.9$	185 $\pm 3.6$	190 $\pm 4.5$	195 $\pm 7.1$	190 $\pm 7.8$	195 $\pm 7.4$	180 $\pm 8.2$	171 $\pm 6.2$
$\beta$ -Glucosaminidase	4.4	76 $\pm 3.6$	87 $\pm 9.7$	120 $\pm 4.1$	170 $\pm 3.8$	200 $\pm 2.9$	240 $\pm 4.1$	272 $\pm 3.9$	289 $\pm 4.7$	280 $\pm 4.6$	270 $\pm 2.7$
$\alpha$ -L-Arabinosidase	4.6	100 $\pm 3.4$	90 $\pm 4.5$	170 $\pm 3.8$	249 $\pm 2.9$	240 $\pm 4.4$	230 $\pm 5.1$	220 $\pm 3.4$	225 $\pm 4.2$	215 $\pm 3.2$	217 $\pm 2.2$
$\beta$ -D-Xylosidase	4.4	101 $\pm 1.2$	110 $\pm 2.2$	113 $\pm 3.1$	118 $\pm 2.6$	100 $\pm 2.8$	90 $\pm 3.1$	75 $\pm 2.3$	70 $\pm 2.7$	68 $\pm 3.1$	70 $\pm 1.9$
TRITON X-100		0.01	0.02	0.05	0.1	0.2	0.3	0.5	1.0	2.0	2.5

Table 4.1 Selected lysosomal storage diseases and their characteristics.

CLASS/DISORDER	SYNDROME/DISEASE	ENZYME DEFICIENCY	MATERIAL STORED
Mucopolysaccharidoses	Hurler's and Scheie's syndrome	$\alpha$ -I-iduronidase	Dermatan sulphate
	Sanfilipo syndrome A	Heparan N-sulphate	Heparan sulphate
	Sanfilipo syndrome B	N-acetyl- $\beta$ -glucosaminidase	Geoarab sykogate
Sphingolipidoses	Tay-Sach's disease	NAG.B-glucosaminidase A	GM <sub>2</sub> ganglioside,
	Sandhoff's disease	NAG.B-glucosaminidase A and B	globoside
	Gaucher's disease	$\beta$ -D-glucosidase	Glucosylceramide
Disorders of glycoprotein metabolism	Fucosidosis	$\alpha$ -L-fucosidase	glycoprotein and glycolipid
	Mannosidosis	$\alpha$ -mannosidase	glycoprotein
Disorders with more than one enzyme defect	I-cell disease and pseudo-Hurler polydystrophy	Almost all lysosomal enzymes except proteinases	proteoglycan and complex lipids
Disorders of unknown origin	Cystinosis	Accumulation of cystine in lysosome	cystine

## What do you put on the Slide

If the text is a list of items, eight is sufficient, more cannot be read from the back of the hall. Always leave a space between each line. If the text is a table, 20 boxes is the maximum. Colour highlighting (although expensive) can help to make key information more visible. DO NOT photograph a printed text or table (or figure) from a book or journal. It is difficult to avoid including too much material, and the print is often too small and cramped to produce a slide that is easy to read.

Some examples of imperfect slides are cited here. None of these slides should have been prepared, let alone shown:

### Essential slide Rehearsals

The first rehearsal is just simple visual check of each slide which, whether text table graph or figure, must be easy to read when held at about 36 cm (14 inches) from the unaided eye. If this is not possible thus it will also not be possible from the back of the lecture theatre, either there is too much material on the slide or the layout is poor. As is the text of what you have plan to say, a rough allowance of time is one minute per 100 words of written text-plus half a minute per slide. The final rehearsal must be in the largest possible hall. This is for delivery and slide timing. You can have audience for the criticism of contents. Allow enough time after the final rehearsal (say a week, depending on local conditions) to have unsatisfactory slides remade and checked before the meeting.

- Finally, at the meeting clean your slides and make sure that these are in the correct ordered and properly numbered.
  - If possible go in advance to the seminar hall you will be using, and sit at the back to see how someone else's paper and slides come over. See the projectionist in advance and give him necessary instructions.
  - Start with an introductory paragraph; **do not begin with a slide**. The audience need to get used to you and may come in a little late.
  - Have the room dim, not absolutely dark unless essential for showing slides of fluorescent material. The audience may wish to take notes, and may not wish to go to sleep, unless you want them to ...
  - If possible do not mix slides of different contrast black-on-white, white-on-blue etc.
  - Do not rush the slides, half a minute per slide is about right.
  - Talk about the slides. It is rarely necessary to read them out, as most audience can do this for themselves.
  - Do not recall a slide. It is troublesome with expensive modern automatic projectors. If a slide is to be needed twice, make a duplicate.
- NEVER EXCEED YOUR TIMELIMIT.**  
(Instructions to the Speaker in the next issue).