PRESENTATION TECHNIQUES

IT IS A REQUIREMENT THAT APPROPRIATE PRESENTATION TECHNIQUES ARE USED FOR ALL CLASS ASSIGNMENTS AND PROJECTS. ALL ASSIGNMENTS ARE TO BE COMPLETELY LABELED.

Interior perspectives are drawings of a room inside a home, which include backgrounds, furnishings, and accessories planned for the finished project.

When color, shades, shadows, pattern, and texture are added to an interior perspective drawing, it is known as a rendering.

Presentation floor plans present not only the layout of rooms in a home, but may include traffic patterns, appliances, and furniture arrangement. Color may also be added to define areas.

A presentation elevation represents sides of a room, but displays no depth.

Presentation boards enable a client to visualize the proposed finished product by displaying colors, designs, and textures that will be used in the completed room. Mat board or illustration board is used for mounting manufacturers samples, drawings, and photos.

Models may be used by the designer to allow the client to view all sides of a proposed project by showing a three-dimensional likeness.

For more advanced presentations, slides may be used to show examples of previous work or designs used in similar situations to that of the client.

A plan without text does not communicate a complete description of the various components. Appropriate text helps communicate information, but also makes the presentation look professional.

Practice is necessary to develop the skills necessary for legible lettering. Place lettering transparency on the overhead projector.

1. All projects must have a title. Check the spelling of all words for accuracy.

2. Always use guidelines when lettering.

3. Block lettering is the basic lettering and is acceptable for project presentations.

4. Letters should be bold and clear. Avoid making fancy, cute letters.

5. Make each line quickly from the beginning to the end of the stroke. This makes the lines straighter and more accurate.

6. Begin the letter with a straight line, then add diagonal and curved lines.

7. Letters will be written in a variety of sizes. Generally, the smaller the letter, the easier it is to write. Practice lettering in a variety of sizes.

8. Block letters are usually all CAPITALIZED.

9. The size of lettering is usually related to the importance of the labeling. For example, titles are lettered larger than notes in small areas.

10. Spacing between letters and words is critical. Think of all the letters as being the same size, approximately square ("M" and "W" are a little wider.)

11. Labeling should be done from left to right.

12. Keep borders simple—avoid flowers and excessive curved lines. Simple borders unite the project and make it look professional.

13. Rounded letters will *slightly* top the guidelines and can be slightly closer together than straight letters.

14. Do not cross "J" and "I".

15. There are definite strokes to be used when lettering. Practice lettering, using the stroke guidelines shown on the next page.

16. Use a soft pencil, but be careful not to smudge your lettering.

17. Keep the point on your pencil sharp at all times.

18. Rest your hand on a separate piece of paper to avoid smudging your lettering.

19. After you have experimented with many styles and learned one that works for you, be consistent with that style.

20. Be consistent in your spacing of letters and words.

Practice! Practice! Practice!