Editable workbook

Bullet Point Slide Review Pack

A practical worksheet for editing bullet slides, choosing better formats, and checking slide clarity.

FROM BULLET POINTS TO CLEARER SLIDES

PRACTICAL TOOLS FOR BUSIER TEAMS



1

REVIEW BULLET SLIDES

Spot what's working and what to improve.

2

EXPLORE BETTER FORMATS

Find the right way to show your message.

3

CHECK SLIDE CLARITY

Use a simple checklist for stronger slides.

4

APPLY REAL EXAMPLES

Turn common bullet slides into clearer versions.

Worksheet 01

Edit the bullets before you style them

A bullet slide usually gets better when the writing gets tighter first.



BEFORE

Project Update

- We have made progress on several key initiatives over the last quarter.
- The team has been working hard to deliver on a number of different priorities.
- Customer feedback has generally been positive and shows that we are moving in the right direction.
- There are still some challenges that we need to address, including limited resources and timelines.
- We expect to make further progress in the coming months.

AFTER

Project Update

Progress
- Delivered key initiatives this quarter
- Positive customer feedback.

Challenges
- Limited resources and tight timelines
- Exploring options to address these.

Next steps
- Focus on priority initiatives
- Continue to work together.

Key takeaway
- We're on track, with clear focus for the next phase.

What changed

1

Removed repetition

Cut repeated ideas and kept only the important points.

2

Grouped related points

Organized content into clear logical groups.

3

Shortened each line

Used shorter, clearer writing that's easier to scan.

4

Made takeaway visible

Added a clear takeaway so the message stands out.

Review prompts

Use this checklist to review your own bullet slides before you start styling.

- [ ] Can the audience scan this in seconds?
- [ ] Are related points grouped together?
- [ ] Can any line be shorter?
- [ ] Is the main takeaway obvious?

Worksheet 02

When comparison is the job, use a table

If people need to compare options, do not make them hunt through bullets for the differences.



BULLETS

Tool selection

- **Option A** is quick to set up and relatively affordable, but it has a steeper learning curve and limited reporting.
- **Option B** is easy to use, offers good reporting, and is reasonably priced, making it a strong all-round choice.
- **Option C** has advanced features and powerful reporting, but it takes longer to set up and is more expensive.
- Overall, Option B provides the best balance for our current needs.

COMPARISON TABLE

Criteria	Option A	Option B	Option C
Setup time	Quick (1–2 days)	**Quick** (1–2 days)	Longer (1–2 weeks)
Ease of use	Moderate learning curve	**Easy** to use	More complex
Reporting	Basic	**Good**	Advanced
Cost	Lower	**Medium**	Higher
Best fit	Small teams with basic needs	**Most teams** (current needs)	Large teams with advanced needs

Why this works

1

Faster scanning

Differences become visible at a glance.

2

Clearer decisions

The audience can compare on the same criteria.

3

Less repetition

You stop repeating the same points in every bullet.

4

Better takeaway

The preferred option becomes easier to justify.

Review prompts

Use this checklist to review your own slides before you start styling.

- [ ] Would a table reduce repetition here?
- [ ] Are the criteria visible?
- [ ] Is the recommendation obvious?
- [ ] Can the audience compare in seconds?

Worksheet 03

A sequence should look like a sequence

When your point is a process, a timeline, or a flow, bullets hide the order. Show the sequence visually.



BULLETS

Client onboarding

- Receive inquiry
- Confirm scope
- Prepare first draft
- Review with stakeholders
- Finalize and deliver

VISUAL SEQUENCE

Client onboarding

1. **Receive inquiry**
   Understand the client's needs and initial requirements.
2. **Confirm scope**
   Agree on deliverables, timeline and resources.
3. **Prepare first draft**
   Create an initial version for review.
4. **Review with stakeholders**
   Gather feedback and make revisions.
5. **Finalize and deliver**
   Complete the work and hand it over.

What improved

1. **Order is visible**
   People can see the sequence immediately.
2. **Steps feel lighter**
   Each stage becomes easier to remember.
3. **Flow is clearer**
   Dependencies and movement are obvious.
4. **The slide feels designed**
   The format now supports the point.

Review prompts

Use this checklist to review your own bullet slides before you start styling.

- [ ] Is this content really a sequence?
- [ ] Would numbers or flow improve clarity?
- [ ] Can each step be shorter?
- [ ] Is the final outcome clear?

Final checklist

Bullet slide review checklist



Use this page before you finalize a bullet slide.
The goal is clearer communication, not decoration.

Content

- ❑ The main point is clear.
- ❑ Only essential points remain.
- ❑ Repeated ideas are removed.
- ❑ The audience knows what to do or understand.

Structure

- ❑ Related points are grouped.
- ❑ The sequence is obvious.
- ❑ The chosen format fits the point.
- ❑ The slide can be scanned quickly.

Writing

- ❑ Each line is short enough.
- ❑ Wording is specific, not vague.
- ❑ The bullets are parallel in structure.
- ❑ Labels and headings do real work.

Visual treatment

- ❑ The hierarchy is clear.
- ❑ Spacing separates groups.
- ❑ The slide does not feel crowded.
- ❑ Emphasis is used sparingly.

If a slide still feels heavy after editing, the issue may be the format, not the styling.

Bonus reference

Slide design and accessibility rules

A bullet slide can be concise and still be hard to read. Use these baseline rules before you export or present.



01 Use live text

Avoid flattening text into images.

02 Watch contrast

Make sure text is clearly readable on the background.

03 Use size with intent

Important text should be noticeably larger.

04 Keep alignment clean

Consistent alignment reduces friction.

05 Do not rely on color alone

Labels, icons, or headings should also signal meaning.

06 Limit animation

Movement should support the message, not distract.

07 Check reading order

Screen readers and exports should still make sense.

08 Leave breathing room

Spacing is part of readability.

Useful final check

Run these simple checks before you export or present.

- [ ] **Scan from 2 metres away**
  Can you still clearly read the key points?
- [ ] **View in presenter mode**
  Check the flow and text size on a real screen.
- [ ] **Export to PDF and review once**
  Make sure it looks good outside your editing tool.