September 14, 2015

Larry Easton, Industrial Technology Professor

Southeast Polk School District

7945 NE University Ave

Pleasant Hill, IA 50327

Dear Mr. Easton:

In response to your request to remodel your presentation on the motorcar I have enclosed my redesign of your presentation. I selected the important information from your original slide and used enhanced graphics, high quality fonts and reduced text, improving the experience for the viewer.

In keeping to your original slide, I incorporated a similar image of a car for an introductory slide. I have reduced the text dramatically to allow your audience to quickly understand the slide and then focus on listening as you explain in more detail. Your first paragraph, defining a motor vehicle, has been moved to the notes section for your convenience when presenting.

Your information presented in the second paragraph of your slide is depicted on the second slide of my redesign. On this slide, the chassis of a vehicle is shown with labels of the different parts that make it up. Using contrasting fonts and only labels allows the viewer to see exactly what they need to and helps you the presenter effectively communicate your information.

My final slide is included as a suggestion on how to continue with this presentation. It shows one of the main components you mentioned on your slide and breaks it down for easy explanation and viewing.

I look forward to hearing your response to my redesign and any questions or comments you may have. Please call or e-mail with your decision on how to proceed.

Sincerely,

Eric Cole

Senior Graphic Designer

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515-534-8953

Enclosures (1)

* Revised PowerPoint