PRESENTATION GUIDELINES

Preparing your oral presentation

- research your topic and write a rough outline
- organize your material and write a draft - remember you have a limited time for your presentation
- summarize your draft into points to write on overheads
- think about how you can link one idea to the next
- think of the key words you will use
- check the pronunciation of difficult, unusual, or foreign words
- plan and prepare your visual aids
- prepare handouts
- rehearse your presentation and get its length right

Organizing the main content

General Introduction

- welcome the audience and introduce yourself

The Overview

- tell the audience what the topic of the presentation will be
- explain the title of the presentation
- give reasons why the topic is important/interesting
- define any terms
- state clearly the objective/purpose
- outline the structure of the talk

The Body

- include at least three or four main points
- organize the information in logical order (chronological sequence, most important to least important, general to particular, one point of view compared with another point of view)
- present your main points one by one, make it coherent - use signposting phrases
- use clear examples to illustrate your points
- use visual aids to make your presentation more interesting

The Conclusion

- summarize the main points - it is very important to leave your audience with a clear summary of everything you have covered
- NEVER include any new material
- state the conclusions
- you may also make proposals for future research or study
- thank the audience, and invite questions

Delivering your presentation

- use vocabulary that will be understood
- speak to your audience, don't read to them
- speak naturally and clearly and try to vary the pace
- speak loudly enough for everybody to hear
- use the signposting language to help your audience follow what you are saying
- maintain eye-contact with the people in your audience – talk to them, not the slide
- stand straight and comfortably
- don`t use too many hand gestures
- don`t read from notes
- don`t speak too quickly

Using visual aids

It is very helpful to use visual aids in your presentation, as it
- helps people to understand
- backs up and reinforces your talk
- makes your presentation more memorable
- improves your presentation

Prepare each visual carefully. Keep design and content simple. Visual aids are not effective if they include too much information. Use a *rule of six*:
- a maximum of six lines per slide
- a maximum of six words per line

Always prepare your audience for a visual.
Explain a purpose of a visual aid.
Draw attention to key features.

Overheads

Overheads are the easiest and most reliable form of visual aids. You can use them as a prompt for your talk. But don't read word-for-word from your overheads!

PowerPoint

You can use PowerPoint software to produce professional overheads, or to make a computer-based presentation

Handouts

They are useful in three ways:
- show data that are too detailed for a visual aid
- provide a framework to guide the audience through your talk
- act as a record of your presentation, which the audience can take away

You can distribute handouts before or after your presentation

Presentation Assessment

Planning	Carefully prepared?
Objectives	Clearly stated?
Content	Well researched? Detailed enough?
Approach	Relevant? Supported message?
Organization	Coherent? Clear? Appropriate?
Visual Aids	Appropriate for the subject? Introduced and explained well?
Delivery	Rate of speech? Eye contact? Clearly audible?
Language	Clear? Accurate? Fluent? Well pronounced? Used signaling phrases?
Overall	Message clear? Objectives achieved? Interesting? Enjoyable? Informative?