

## Appendix (5)

### GUIDELINES FOR PRESENTATION/LECTURER

#### I. SPEAKER

- \* Be relaxed and confident with clear voice and language.
- \* Good eye contact does not speak to your screen.
- \* Sense of humor, if you are good at it.
- \* Changing style, bodily actions and gestures will help you.
- \* Stick to your time and break in between if longer.
- \* Know about your audience and level of knowledge and keep them attentive.
- \* Rehearse your presentation in advance, well-prepared and up-dated topic.

#### II. TECHNIQUE AND FACILITIES:

- \* Choosing appropriate facilities according to time and presentations.
- \* Arrange before and check audio-visual aids.
- \* If using overhead transparencies:-
  - [a] Must be legible and not more than 8 lines in a sheet and not more than 8 words per line.
  - [b] Letters must be large and bolder than can be seen at the back of a lecture theater.
  - [c] Correct spelling and avoid unknown abbreviation.
  - [d] Sequentially releasing the matter in a single transparency if possible.

#### III. CONTENT OF A TOPIC [THE FORMAT]

- \* Title brief, clear and projection
- \* Introduction what you are going to do, give an overview of whole subject.
- \* Objectives
- \* Subject Proper
- \* ?? Questions/Discussion
- \* Summary/Conclusion
  - Your last words may be best remembered
  - Summarize important ideas which stimulate the audience to believe and action.