



Tutorial 6

GUIDELINES FOR SEMINAR PRESENTATION

Content

- Must start with the basic (mixed audience)
- if already know, will be a good revision
- follow THE SAME PATTERN as your project
- Quote references whenever possible

Powerful opening

- Capture your audience's interest instantly
- Explain what they will gain from the talk
- Give a rout map of the presentation

Creating slides

- bullet points (at the most 2 lines)
- avoid complete sentences/ paragraphs
- summarize the main point
- use few words as possible

Photos enhance the meaning

- useful to insert diagrams, figures, table, clip .. etc
- if you photocopy a diagram from a book;
 - cut it to size, give a title, remove unnecessary print
- if copying a busy table; retype the essential information
- **acknowledge the source of table and figures**

Slides content

- should have a title at the top of every slide (includes diagrams/ photos)
- should not contain too much information
- large type (40-44 for title and 24 for text)
- don't overuse animation

Practising

- be prepared with good slides (1 slide/ minute)
- might be useful to carry printed notes to refer at any time BUT don't take a print or cards with key words to the podium (distraction)
- don't just read the slides (NEVER)

Timing

- usually 1 slide/ minute
- you will have 15 minutes to speak and 5 minutes for questions

Delivery

- must appear confident
- stand up-right, facing the audience & look around the audience
- speak relatively loudly, not too fast or slow
- don't apologise for being nervous;
(most of the times it doesn't show so you'll be calling attention to it)

Dealing with questions

- Listen actively; don't interrupt until they finished.
- repeat or reformulate and wait for confirmation/clarification
- never invent an answer, if you don't know it admit it
- distinguish between questions and distractions

Assessment

Total of 20 marks

You will be marked on :

1. Slide content
2. Time limit (15 min)
3. Speaker skills
4. Ability to handle questions
(5 marks each)

Your task

- after receiving a feedback of your final draft, edit then submit 1 soft and 2 hard copies before at least 2 days of your presentation.

Thank you
