

### **Guidelines for the Oral Presentation**

## **Don't Embarrass your Supervisor!!**

**If YOU do a POOR Presentation, it will look bad not only on you, but also on your SUPERVISOR who has spent her/his valuable time in guiding you all these months.**

**Follow these guidelines to ensure you make her/him proud!!**

- A presentation of 10 minutes followed by a discussion of 3-5 minutes.
  - First alarm @ the end of 8 minutes
  - Second and Last alarm @ the end of 10 minutes
- 10 - 15 slides (excluding References and Acknowledgements)
- Organization of Slides:
  - 1) Title and authors (1 slide)
  - 2) Introduction (including background problem; 2 - 4 slides)
  - 3) Objectives (1 slide)
  - 4) Materials and Methods (graphically illustrate the experimental design; 2 - 4 slides)
  - 5) Results and Discussion (3 - 5 slides)
  - 6) Conclusion (1 slide)
  - 7) Originality/Value OR Research Limitation
  - 8) Acknowledgements (Grants) \*optional
  - 9) References (Cite the relevant References wherever necessary in any slides)
- ✓ Use no more than five to eight lines of content per slide
- ✓ Try to include at least one image/graph/chart etc. on EVERY slide (excluding References and Acknowledgements)
- ✓ All images should be labelled with references where applicable
- Font style: Easy to read fonts such as Sans-serif fonts; Arial, Helvetica, Verdana
- Font size: Titles: 44 - 52, Body: 24 – 28, Citations (references, image credits etc): 20-16
- Font colour and Background: Dark font colour on a light background.
- If you must use a dark background, make sure your text is light (white, cream, yellow or light grey) and increase the font size by two or three points.
- Keep all slides consistent in font size, font style, colour themes, organization etc.
- Do not read out the exact text on the slides; rather, use the slides as a guide and elaborate the points on the text, graphics, and other illustrations as you speak.
- Make sure you establish eye contact with the audience; Don't 'fix' your sight with one or few persons; swipe the audience from left to right and front to rear as you COMMUNICATE! Do not stare at the desktop! Do not turn back and look at the projector screen!
- Double check spelling and content.
- Get it checked and approved by your supervisor before presenting.
- Practice again and again until you're fluent and confident.
- Get the timing right!

#### References:

1. <http://vet.pdn.ac.lk/vmeu/Project.php>
2. <https://brand.universityofcalifornia.edu/downloads/templates.html#>
3. [https://na.eventscloud.com/file\\_uploads/f269bf88d4ab0b6e52715fd05adae836\\_Howtodesignagreatpowpointpresentation.pdf](https://na.eventscloud.com/file_uploads/f269bf88d4ab0b6e52715fd05adae836_Howtodesignagreatpowpointpresentation.pdf)