Oral Presentation

General Guidelines to Prepare an Oral Presentation
The time for oral presentations is 20 minutes including five minutes for questions. Presenters should use PowerPoint (PPT). We recommend a 15-slide presentation. A presentation should include, at least, an introduction, main body, and conclusion.

Preparation
The quality of your presentation depends on your preparation. Following are some tips that can contribute to delivering a good presentation.
- Prepare your PowerPoint and Slide Narrative Worksheet.
- Review your PowerPoint.
- Learn the material.
- Identfiy potential questions and prepare their answers.
- Rehearse. This will give you self-confidence and control of time.
- Do not read the slides. Describe and discuss the material in the slides.
- Identify key points that need to be discussed in each slide and within each section of the presentation.
- After the "Thank You" slide, and the end of your presentation,
  Equipment tips:
- Go over your PPT presentation before your actual presentation.- The presentation rooms have built in AV systems that you can plug your flash drive to or connect your own laptop with an HDMI Cable. Rooms will be open Wednesday after 3:00 to practice
- Save presentation on a flash drive or two-back up is always good.
- Imbed videos in your presentation. Do not rely on Wi-Fi for videos.
- You may also have physical items that you created in your research for demonstration.

Visual aids
Visual aids (maps, photos, film clips, graphs, diagrams, and charts) can enhance a presentation.
- Keep visual aids simple and uncluttered.
- Use color and contrast for emphasis but use them in moderation
- Use a font large enough to be seen from the back of the room. A rule of thumb: slides are readable from the back of a room if they are readable at a distance of 9 feet from a 15" monitor
- A rule of thumb: for a 15-minute presentation use no more than 15 slides.
- Resist the temptation to use sound effects and dramatic slide transition
- Imbed any videos as the Wi-Fi in CSC is not reliable and you do not want your video to buffer and lose presentation time.

Practice
Practice giving your presentation to yourself.
- Speak out loud and time yourself.
- Practice using your visual aids.
- Practice timing as you must adhere to the time limit.
- Do not try to discuss everything about your research project.
- Focus on the main points you want to discuss.

Delivery Tips

The quality of your presentation depends on your preparation. Following are some tips that can contribute to delivering a good presentation.

- Introduce your topic to the audience.
- Dress Professionally- Follow guidelines from the Career Management Center on "Business Professional".
- Speak in a clear, audible voice-loud enough to be clearly heard in the back row. Never, ever mumble- use the microphone!
- Never apologize to your audience for the state of your knowledge or your degree of preparation. The audience wants to have confidence in you -you are the authority, do nothing to undermine your authority.
- Never mention anything that could have been in your talk but was not.
- Make frequent eye contact with the audience to keep the audience engaged- don't just read your slides.
- Avoid moving around too much or turning your back to audience.
- Be cognizant of you time allocation.
- The conclusion is the last part of your presentation and it is a short summary of your presentation that links your objectives, findings and recommendations.
- Next, request questions from the audience. Be polite when answering questions.
- Thank the audience for their time.

A note on fear and nervousness

It is normal to feel nervous. However, learning the material, rehearsing, and managing time contribute to decreasing the level of nervousness.

DAY OF COS/UGRCA FORUM: CLARK STUDENT CENTER ATRIUM
- Check- in at the MSU Clark Student Center Atrium at least 15-20 minutes before your scheduled presentation time ,sign in, pick up your name badge, and find your room.
- Engage with your evaluators and other attendees during Q & A.
- Dress Professionally- Follow guidelines from the Career Management Center on "Business Professional".
- Be Courteous to Other Presenters- You are encouraged to attend other presentations before or after your session. Be in the room for the presentation before yours and stay for the one after!

The UGR Office workshop: A guide on "Preparing Successful Presentations Part 1 and Part 2" is available on the UGR webpage.

Other resources you may consult:

USNews: 15 Strategies for Giving Oral Presentations. December 20, 2018.

Ten Simple Rules for a Good Oral Presenation (NIH)

Williams, R. (1994). *The Non-designer's Design Book: Design and Typographic Principles for the Visual Novice.* Peachpit Press, Berkeley, CA