

GUIDELINES FOR ORAL PRESENTATIONS

Please allow 15 minutes for presentation and 5 minutes for discussion.

Laptops will be set up in all the meeting rooms. Please bring your presentation on a memory stick and a CD as a back up.

A good presenter...

- ✓ Gives a talk which is well-structured, including a beginning, middle and end
- ✓ Ensures clarity of information
- ✓ Defines key technical terms at the start of the presentation and does not assume the audience knows what all of these terms mean
- ✓ Includes a good level of detail, not too much and not too little
- ✓ When using PowerPoint, does not have too much text or too many bullet points per slide which overwhelm the audience with information
- ✓ Provides relevant information to the topic, and does not go 'off topic' too much or for too long
- ✓ Speaks in a loud and clear voice
- ✓ Does not speak too fast
- ✓ Is enthusiastic about the topic and shows an interest in what they are speaking about
- ✓ Makes eye contact with, interacts with and engages the audience
- ✓ Is properly prepared for the presentation
- ✓ Has timed and rehearsed their presentation in advance so that it is known that the presentation fits into the allocated time and does not over-run
- ✓ Does not read written text directly from their notes
- ✓ Tries to perform rather than read

A poor presenter...

- Gives a talk which is poorly structured
- Gives a talk which has unclear content that is not explained properly to the audience
- Goes off topic and speaks about issues which are not directly related to the primary topic of the presentation
- Has too many slides which are filled up with everything that is going to be said – not just the key points
- Talks in a monotone which makes the presentation boring (regardless of its content)
- Is not loud enough and does not project their voice enough for the room they are in
- Speaks too fast so that the audience cannot keep up with the flow of ideas – this is particularly problematic when members of the audience are not native speakers of the language in which the presentation is being given
- Reads written text directly from their notes and does not engage with the audience
- Has not timed and rehearsed their presentation in advance and so over-runs their allocated time

For further guidance on giving presentations and using Powerpoint slides, please see:

<http://www.prb.org/pdf/ConnectingPeopleSect3.pdf>

<http://cit.information.unl.edu/tips/Webpage/saveasjpegs/2.shtml>