

Some guidelines for oral presentations

1. Preparation
 - a. Use a logical structure, e.g. Introduction, Aim of study or presentation, Methods, Results and Conclusion/Discussion
 - b. Keep it simple, remember the three C's: Clear, Concise and Complete
 - c. Rehearse before presenting.
 - d. Reading text brings the effect of a presentation down
 - e. Check the time schedule to know the time given for the presentation and the discussion.

2. Audiovisual resources: Powerpoint (PPT) presentation
 - a. Match the PPT design to the purpose of the presentation (presenting information)
 - b. Keep colors, clip art, and templates etc. consistent with your main objective. Use the same colors and fonts throughout. Select graphic images in the same style. A maximum of two font families is a good rule of thumb. No more than one graphic image or chart per slide is another good rule (excluding any corporate logo or other recurring element in the design).
 - c. PPT slides are not suitable for detail and reading. Avoid paragraphs, quotations and even complete sentences. Limit your slides to about five lines of text and use words and phrases to make your points
 - d. Abbreviate a term only on second reference; the first time it is mentioned, it should be spelled out
 - e. Check the presentation when uploaded, including film material