PRESENTATION GUIDELINES

- 1st slide: **Cover slide** with title of report, names of participants and their ID nos.

- 2nd slide: **Contents**

- 3rd slide: **Introduction -** *Cover slide*

- 4th slide and 5th slide: Background of the Study

- 6th slide: Objectives

- 7th slide and 8th slide: Scope

- 9th slide: Limitations

- ,10th, 11th slide and 12th slide: Methodology

- 13th slide: **Discussion** - *Cover slide*

- 14th slide: Discussion - 1st subheading + figure/table (without text)

- 15th slide: Discussion - 2nd subheading + figure/table (without text)

- 16th slide: Discussion - 3rd subheading + figure/table (without text)

- 17th slide: Discussion - 4th subheading + figure/table (without text)

- 18th slide: **Conclusion** - *Cover Slide*

- 19th slide: Conclusion - main concluding point

- 20th slide: Conclusion - other 3 points

- 21st slide: **Recommendation** - *Cover Slide*

- 22nd slide: Recommendation - main point

- 23rd slide: Recommendation - other 3 points

- 24th slide: **References**

PI note:
1. **Authorization** to be mentioned orally in the beginning of the presentation. A separate slide with Authorization is not required.
2. Preview the presentation using **Contents** slide. A separate slide with **Report Preview** would be superfluous, so it should not be included.

3. All slides should be numbered and dated.
4. **Discussion** slides should have only headings and figures or tables. They need not have text.
5. In other slides also, use as little text as needed to support your presentation. It should be more of a visual presentation than a written report.
6. You may use a video/audio clip without taking extra time. Total time per student should not exceed 2 minutes.
7. Be consistent with **Font type** (Choose *Arial or Helvetica*), **Font size** (*not less than 32*), **Color scheme** (*high contrast*) and **Case** (*No uppercase*).
8. Don't use uppercase anywhere in the slide.
9. Animate the points and images in order to make your slides progressive and focused. That is, show points one by one.
10. Use a pointer to present more professionally.
11. Interact with the audience to make your presentations more interesting. Ask questions in the beginning and middle of presentation. You can also end your presentation with a question.
12. Talk to your audience rather than your slides. Maintain eye contact with your audience throughout.
13. Speak audibly and clearly.
14. Practice with the slides several times to present confidently.
15. Practice will help you overcome your nervousness.
16. **Dress Code: Strictly formal**