

## Activity 8.1

What are the steps to follow when you prepare a presentation?



1. Consider the length of presentation (one slide per minute)
2. Consider the important points
3. Define the body of the presentation to the audience
4. Give outline of the talk in the introduction
5. PowerPoint to complement your spoken presentation

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## Activity 8.2

What should be avoided when you prepare a presentation?

1. Never Read
2. Avoid whole sentences in slides and instead use bullet points
3. Too much animation can be very disruptive

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## Activity 8.3

What are some rules that you should keep in mind in preparing your presentation?

1. Slide design must be effective
2. Go for a simple background
3. Be careful of choosing colors
4. Pay attention to the formatting
5. Include illustrations in the slides (only necessary ones)

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## Activity 8.4

Highlight some points mentioned in the interviews with professors that you think are important.

1. Give an outline in the introduction and close with a conclusion
2. Care for your audience, pitch the talk at the right level
3. Don't overload the slides with too much text
4. Avoid too much information
5. Use the right language
6. Don't overdo visuals if not necessary
7. Powerpoint should be as clear as possible