EAP Project: Presentation Guidelines

What is a presentation?

- The process of presenting the content of a topic to an audience.

Beginning

Introduce the topic

Outline of the presentation

Be brief

Body

Includes 80% of the content and time allocated for the presentation

Includes signposts and summaries as you move from one point to another

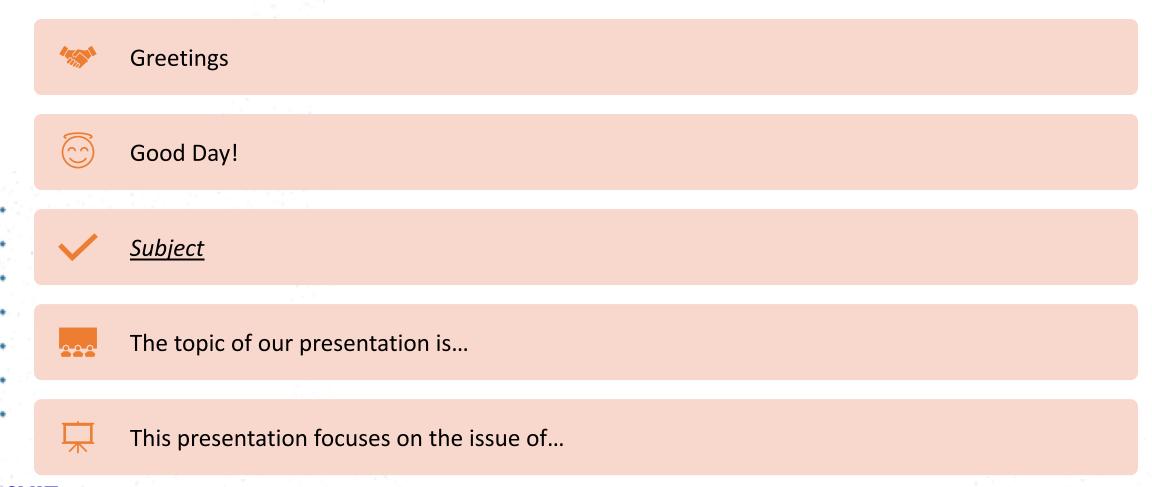# Conclusion

1 Summarize the main points

2 Present the conclusion

3 Be brief

Presentation sequence

Greetings

Good Day!

Subject

The topic of our presentation is…

This presentation focuses on the issue of…

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Sequence……

1 Present the Introduction

2 Discuss the content of the body

3 Present the conclusion

4 Present your recommendations (if any)

Referring to research

Present what you found after referring to research articles/research studies

Provide examples

When you present

10-15 minutes PowerPoint presentation

Each group member must present a segment of the project

Note reading not allowed

Formal attire

Stand and present

Your slides

1 Use Arial or Calibri font

2 Use font size 24/28 for the body and 30s/40s for headings

3 Use 1.5 spacing

4 Add slide numbers

Presentation guidelines

- 15 minutes PowerPoint presentation
- Each group member must present a segment of the project
- Note reading not allowed
- Formal attire

Submission deadline

- Report submission
  - Hard copy of the report should be submitted to your examiner on the day of the presentation.
  - Soft copy of the report should be submitted to the relevant group link available on course web before the given deadline.
  - Date: Will be informed soon
  - Presentation
  - On campus presentation
  - Date: Schedule will be uploaded in due course

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