EAP Project: Presentation Guidelines

What is a presentation?

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

Beginning

1. Introduce the topic
2. Outline of the presentation
3. 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…

Sequence…….

Present	Present the Introduction
Discuss	Discuss the content of the body
Present	Present the conclusion
Present	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

Use	Use Arial or Calibri font
Use	Use font size 24/28 for the body and 30s/40s for headings
Use	Use 1.5 spacing
Add	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
  - **Soft copy of the report should be submitted to the relevant group link available on CourseWeb before the given deadline.**
  - Date: Will be informed soon
  - Presentation
  - On campus presentation
  - Date: Schedule will be uploaded in due course

Thank
you!!