



# 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

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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

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- 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



A white, hand-drawn style thought bubble is centered on a textured, light brown corkboard background. The bubble has a soft, irregular outline and a small tail pointing downwards. Inside the bubble, the words "Thank you!!" are written in a bold, black, handwritten-style font. The word "Thank" is on the top line, and "you!!" is on the bottom line, slightly indented to the right.

Thank  
you!!