



EAP Project: Presentation Guidelines



What is a presentation?

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

Beginning

1

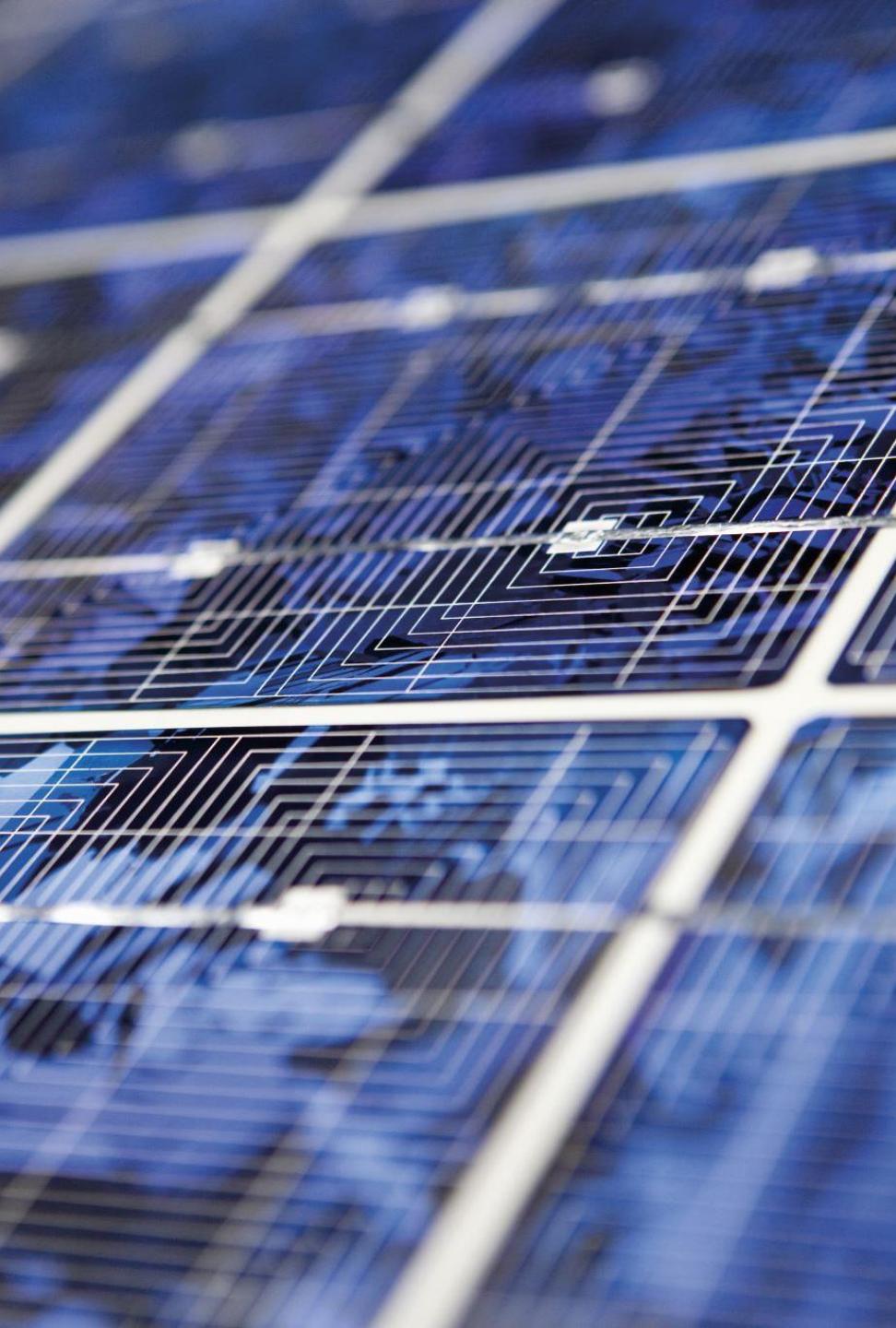
Introduce
the topic

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 Arial or Calibri font

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

Use 1.5 spacing

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!!