GUIDELINES FOR PREPARATION OF POWERPOINT PRESENTATION OF PROJECT

1. Build the Presentation:

2. Timing: The presentation should be no longer than 15 minutes

Practice multiple times. Practice, practice

3. Format:

• Select a conservative slide Layout that appears professional

• Do not crowd slides with excessive text. Use 6*6 rule (6 lines of text;6 words per line)

• Keep text to a minimum - avoid full sentences, keep bullets to a minimum, use a sans   serif font (like Arial or Helvetica) - serif fonts are harder for people to read on screens (e.g. Times New Roman). Use color to focus people on the most important details. Use images to support your content.

• Recommended fonts: Arial, Tahoma, Veranda and Standardize the Font Throughout all the slides.

• Keep the font sizes large and readable. Make sure the graphics are big enough. Minimum font size for titles is 36; and 24 for body text and 16 is for footnote. Remember, your slides must be readable, even at the back of the room.

• Emphasize important statements of words with bold, italic, underline, larger size, different font or color.

• Use figures and tables.

• Use 'bold' to highlight points rather than underlining

• Use both uppercase and lowercase letters (avoid ALL UPPERCASE)

• Keep backgrounds simple, avoid patterns. Use the Same Background on Each Slide

• Do not add slide transitions, animation or sounds that are distracting

• Watch your color combinations for background, graphics, text, etc. Some combinations are not appropriate for a professional presentation. Check your slides using the projector (sometimes colors show up differently when projected), and get another opinion if necessary.

• Dark text on light background for bright rooms

• Light text on dark background for dark rooms.

4. Oral Presentation:

• Create notes in your presentation of the points you want to cover in your oral presentation of each slide.

• Except for things like the research questions,

• Do not just read the slides.

• Be sure to introduce yourself and your project at the beginning of the presentation. Approach the introduction as if the audience has not met you and is not familiar with your project. For example, identify yourself as an AE student of such and such an option etc.

• Your oral presentation should explain or expand on what is on the slides.

• Talk at a normal or slightly increased rate…change speed, pitch, pause, point, etc. when you want to make a specific point for the audience to remember. Most students do not use the electronic pointer in an effective fashion. Use it to focus your audience on a particular point and to save presentation time by pointing out the feature you want rather than having the audience read the entire slide each time.

• Speak so you can be heard…due to acoustics, computer noise, air conditioning, etc. most people have to speak louder than normal and in some cases you might have to exaggerate the level.

FORMAT FOR PPT

1. First slide should contain:

a) Title of Project:

b) Name of Group members:

c) Name of Supervisor and Co-Supervisor (if Any)

d) Department in which work is carried out

e) Institution

f) University:

2. Contents of Presentation: Outline of Presentation

3. Introduction which will brief about Project and need for the study (or it will define problem). Jot down "need for the study" in 6-8 sentences.

4. Objectives of study/Project

5. Review of Literature: Any materials related to the project

6. Method to be followed to carry out the Project

7. Work Schedule (Gantt Chart)

8. References