

BBL 747:Guidelines for Presentation

The following guidelines may be kept in mind while preparing your ppts for BBL 747 presentation:

- Use 18 or higher font size, using bold letters wherever required.
- Do not use colors such as yellow, which are not easily visible. Do not make excessive use of colors.
- The background should not reduce the visibility of the words/ tables/ figures you want to project.
- Write the points (on which you wish to speak) and try to avoid writing full sentences.
- Use standard language, symbols, notations and abbreviations.
- Use standard units and write them properly. For example, write productivity as g/(L.h) and not as g/L/h. Write "h" for hour or hours (and not hr or hrs). Express enzyme activity in terms of International Units.
- Write properly the names of microorganisms, genes, proteins etc.
- Make tables such that independent variables appear in columns and dependent variables in rows.
- Ensure that the abscissa and the ordinates in a figure are properly labelled and are legible.
- The numbers you write should represent the accuracy of the measurement. That is, write significant figures. (You should know, for example, that 4.2 g is not the same as 4.20 g).
- The material taken from elsewhere must be acknowledged at the bottom of the slide. This may be written in 12 or 14 font size.
- Put a number on each slide, so that it can be referred to easily by viewer.
- Manage your time to present most important concepts and experimental protocols.
- Graphical abstract should be graphical summary of the paper as you have understood .
- Submit soft copy of paper presented and graphical summary.

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