**Tips on Project Presentation**

**General Suggestions:**

1. Have a good model of your audience. One very common mistake is to assume that your audience knows about the background. Usually they are not. Explain the background and motivation clearly.
2. Your presentation should be self-contained. No symbols/figures/tables should be left unexplained.
3. You are probably the only person who is most interested in the topic you are going to present. Don’t expect your audience to be as interested as you are. Instead you responsible to make the presentation enthralling.

**Preparing your presentation:**

1. Use the FCS power point template to prepare your slides.
2. In your first slide, show title of your project, your name, your supervisor(s) name.
3. In your second slide, show a clear objective or list of objectives and project management notebook. Make sure that they are clear, in point form and well defined.
4. Two slides on the motivation and background of the project.
   1. Motivation: Why the project is important / worth doing.
   2. Background: What past works by others have been done on the problem.

Do not have too many slides on it, as you would not have enough time to talk about your work.

1. The bulk of your presentation should be on what you will do and what has been done in the project. Divide it into
   1. Theory/Methodology
      * How will it be done: the assessment panel consists of Professors who may not be working in the field. You must present your finding / work i) technically of high standard; ii) clearly understood by non-specialists who are intelligent.
   2. Initial Experimental Results
      * What has been done
        + Include full experimental setup e.g. what machine, language, control parameters etc.
        + Data – Organize your data into tables, graphs, images.
        + Make use of animation in your slides to highlight your data and initial findings.
        + Is possible include a demo, which would make it more appealing e.g.
          1. Live demo
          2. Recording
2. Use a slide to conclude. Your conclusions should be in point form. Each point should clearly state what you will find/achieve/fulfill. Give a good reason why your project deserves an “A” grade.
3. The last slide should be “Q and A”
4. Use transparencies for more detailed information.
5. Check grammatical errors. Make sure that the English is good with no spelling errors.
6. Rehearse, Rehearse and Rehearse. Ask your fellow FYP students to listen and take notes.
7. Find out the assessment criteria.

**The Presentation:**

1. Load your software into computer before the beginning of the session.
2. Run your power point running immediately after the last one finishes.
3. Be calm and composed. Do not speak too loudly or softly.
4. Formal dressing is needed. Marks will be deducted if you appear unprofessional.
5. Speak fluent English. That means rehearse more.
6. Maintain eye contact with the audience always and maintain small cards to jot down main points.
7. Last but not least ---- ENJOY YOUR PRESENTATION. Remain cheerful and treat it as a valuable learning experience.

**Q & A:**

1. Listen carefully.
2. Put the question in your own words if really in doubt.
3. When faced with a difficult question buy time by saying “This is a really good question” but give a good answer also ☺
4. If you don’t have an answer just say “I don’t have an answer”. People find it annoying if you pretend to answer the question.
5. Be polite. Have manners and etiquette.

**Murphy's Law**

*If anything can go wrong it will.*

*Things get worse under pressure.*

*Smile . . . tomorrow will be worse.*

*Enough research will tend to support whatever theory.*

The moderator of FYP is Tabaan Ansari (tabaan\_a88@hotmail.com). Give her your presentation file.