**Internship Presentation Guidelines**

At the end of the External Training, trainee students are required to prepare and deliver a fifteen-minute presentation that highlights their activities/ tasks during their External Training period. Trainee students must follow the following guidelines for preparing their oral presentation:

1. Planning for oral presentation
2. Preparing visual aids
3. Preparing for Questions/Answers session
4. Getting ready for actual presentation
   1. **Planning for Oral Presentation:**

The main steps involved in the planning are as follows:

* 1. Define the contents
  2. Define a suitable title of presentation
  3. Collect all necessary supporting material
  4. Identify the main points that student wants to convey to the audience
  5. Organize their thoughts in logical sequence
  6. Determine the number of slides needed for their presentation
  7. Identify main points for each slide and give each slide a title

**9.2 Presentation format and layout:**

The following points should be observed while preparing presentation slides:

1. Each slide shall contain only the key points.
2. Use large fonts so that it is easy for the audience to read the contents of the slides.
3. Use different colours to highlight the most important points.
4. Use animation effects where appropriate but do not overdo it.
5. Add graphics, charts, figures, and video clips, as appropriate.

Students may use the following sequence for slides:

**The Title Slide:** Contains the title of the presentation, name of presenter, name of Academic Supervisor.

**Outline Slide:** A listing of the major components of the presentation.

**Body Slides:** Cover all the major topics of the presentation with figures, charts, tables, pictures, etc. o

**Conclusion Slide:** Should include a summary of the main conclusions of the training experience.

**9.3 Questions/Answers Session:**

Although students have no idea about the type of questions asked at the end of their presentation, they must do their homework so that they are reasonably prepared for this session.

**9.4 Presentation Day**: On the day of the presentation:

1. Dress appropriately for the occasion.
2. Be calm and composed. Show self-confidence.
3. Arrive in the presentation room/hall before the start of their presentation.
4. Make sure their presentation is properly saved on the presentation room PC and it runs smoothly without any problem.
5. Follow the instructions of the session chairperson regarding the presentation time.
6. Do not rush or talk too slowly.
7. Pause at key points to emphasize their significance.
8. Change your voice pitch and use appropriate gestures.
9. Maintain eye contact with the audience.
10. At the end of the presentation, thank the audience and ask if there are any questions.
11. Carefully listen to the questions and give concise, to the point answers.