

North East University Bangladesh
Dept. of CSE

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Thesis presentation guideline and common mistakes.

These are some guidelines to prepare your thesis presentation. The goal is to clearly deliver your work to the panel. You are going to present your work in front of a board panel on a projector. Hence you need to prior work so that the panel could clearly see your presentation and understand it.

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| Format | <p>Do:</p> <ul style="list-style-type: none">• Select a slide layout that appears professional• Use any easy to read font• Use slide number• BIG clean fonts (18 point Arial bold should as SMALLEST))• Use bullet points.• One idea per slide <p>Don't:</p> <ul style="list-style-type: none">• Do not add slide transitions, animation or sounds that are distracting• Do not crowd slides with excessive text• Too bright color that makes eyes uncomfortable• Cluttered background. |
| Contents | <p>Your presentation should cover the following contents. Contents might change based on works.</p> <ul style="list-style-type: none">• Cover Page• Outline• Background Study• Propose method• Methodology and Resources• Experiment• Result and Drawbacks• Future work• Conclusions• References• QA |
| Cover Page | Put the following |

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| | <ul style="list-style-type: none"> a. Thesis title b. University Logo c. Course Code d. Student info (Name, Reg. No, Email) e. Supervisor Info f. Date |
| Background Study | <ul style="list-style-type: none"> ● Use the author's name and research title. ● Put reference |
| Methodology & Experiment | <ul style="list-style-type: none"> ● Participants number, how selected, demographics ● Method of data collection ● Data Analysis <p>Avoid saying</p> <ul style="list-style-type: none"> ● Many data (Use number) |
| Conclusion | <ul style="list-style-type: none"> ● What did you learn? ● How the findings are related to the literature study ● Discuss the strength, weaknesses, and limitations of your work. |
| Thank You | <ul style="list-style-type: none"> ● Thanks to the member of the board. |
| References | <ul style="list-style-type: none"> ● List only those cited in the presentation. ● One page is enough. |
| Plagiarism | <ul style="list-style-type: none"> ● Put reference when you need to copy text or image from other sources. |
| Spelling and Grammer | <ul style="list-style-type: none"> ● Spelling mistakes and bad grammars make a negative impact. ● Check and recheck |
| Media (Image, Video) | <ul style="list-style-type: none"> ● Use figure number ● Table number |
| Timing | <ul style="list-style-type: none"> ● Plan your presentation wisely. ● Stick to the allowed time. ● The recommended time to be spent on each topic is also mentioned in the bracket. ● Introduction (2 minutes) ● Background Study (3 minutes) ● Proposed method and implementation (7 minutes) |

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| | <ul style="list-style-type: none"> • Result (3 minutes) • After the presentation, Question and answer (15-20 minutes) |
| Oral Presentation | <p>Do</p> <ul style="list-style-type: none"> • Practice with a timer. • Create notes in your presentation of the points you want to cover in your oral presentation of each slide. • Your oral presentation should explain or expand on what is on the slides. • Be excited about your work, but be yourself • Do NOT memorize • Talk to your audience, not the screen • Use motion, but sparingly • Bring water but don't use it unless you lose your voice <p>Don't</p> <ul style="list-style-type: none"> • Except for things like the research questions, do not just read the slides |
| Questions | <ul style="list-style-type: none"> • Don't get bogged down on 1 question • "That's an interesting comment" |

Common Mistake

| Name | Suggestion |
|--|---|
| Using animation while moving pages isn't considered a good practice. | Be professional |
| Copying text without reference. | Use the "quotation" mark and put the reference. |
| Different fonts and sizes on different pages. | Be consistent. |
| Using an image as an equation | Use equation editor |
| Consider about font size, make sure will be suitable to present in a projector | |
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