

Presentation Guidelines:

You will work in **pairs** and develop a 5-7 minute power point presentation that you will present to the class at the end of the quarter. The presentation should look as if only one person created it. So agree upon format before dividing up making slides. You will choose a scientific paper from the primary literature to present to the class. A list of papers will be posted on the class website or you can choose a paper dealing with any topic in phycology, such as ecology, genetics or taxonomy. This paper can not be one assigned to the class or presented as an example in class. **You will need to send me an electronic copy of the paper so I can make sure it is not one that I will be discussing in class.** To avoid any overlap between presentations we will compile a list and post it on the class website as students pick papers. Papers will be taken on a first come first serve basis. Once a group has picked a paper and it is posted on the website it will not be available for any other group to use.

Question from your talk: Send one short answer question on your presentation to me by May 23. The list of all questions will be available on the website the day before the presentations. A subset of this list will be used as questions on the final.

Grading:

You will be graded using the following criteria:

- The content and organization of information in your presentation will be evaluated.
- The clarity of your presentation: How clearly do you state the information you are presenting? Does your presentation flow from one slide to the next or is it jumpy and hard to follow? Is there a logical story that you are leading the audience through? Are you speaking clearly, loud enough, and making contact with the audience so the everyone can hear you or are you mumbling, quiet, speaking into the screen, and hard to understand? Are your slides clear and easy to understand? Is there too much or too little information? Is everything on the slide relevant to what you are saying?
- Knowledge of the presenters: Is it clear that you understand the study you are presenting.
- Groups must submit electronically 1 short answer question about your presentation topic.

Logistics and Helpful Hints:

- Please name your power point file with your first names, not your topic or some weird abbreviation of your topic that only you understand.
- Remember to bring your presentation to the classroom on the day you are presenting. I need to have them all downloaded onto my computer before class starts in order for there to be enough time to get through them all without going over class time.
- We will need to enforce strict time limits on your presentations so be sure to practice your presentations and make sure they are 5-7 minutes or less.
- Remember you will not be judged on “glitz and glam” on your power point so try not to use too much animation or anything that will distract the audience from the main points of your presentation. Pictures are nice in order to demonstrate a point or show the audience what you are talking about but don’t put in extraneous pictures just for the sake of having pretty slides.

- Limit the amount of words you have on each slide. You should try not to use less than 20pt font. Titles can be between 30-40pt font and text can be between 20-30pt font. Remember you don't want to just read everything off of your slides and you don't want the audience to be distracted by trying to read everything you wrote down on your slides if you have lots of words. Instead, try to summarize in bullet form the important points you are going to make on a particular slide and keep written words on your slides to a minimum. If you need a reminder as to what you want to say – you can use flashcards – but remember, don't just read them – communicate with the audience.
- Remember to look at the audience – not the screen – it is hard to understand you if you are talking into the screen. You can also look at the computer, which makes it so you are still facing the audience.
- Remember not to block the screen as you give your presentation – stand to the side so that the audience can always see your slides.
- **Practice** what you are going to say out-loud: you may have a good idea in your head as to what you are going to say but sometimes it comes out jumbled if you don't practice it out-loud, and you don't want that to happen in front of the audience.
- Remember enthusiasm goes a long way - if you aren't excited about your topic, neither will anyone else be.
- If you are working in pairs make sure that each person is contributing equally in your presentation.
- Finally, it is natural to be nervous, don't worry you are not alone in feeling this way. Everyone else feels the same way and we are not here to make you more nervous – everyone is on your side so try to relax and have fun.