GUIDELINES FOR PRESENTATION & VIVA VOCE

A. Guidelines for making power point slides

Slide layout:

- **PUT** the title at the top of the slide

- **KEEP** important information near the top of the slide.

- **USE** contrasting colors for text and background

- **LIGHT** text on a dark background is best. Avoid white backgrounds

- **KEEP** the color scheme of PPTs consistent throughout your presentation.

- **ADD** one concept per slide.

- **SINGLE** slide should display few key points on it; don't fill up your slides with text in the form of long sentences.

- **USE** bullets to highlight main points and explain these points verbally.

- **AVOID** using frequent animations and transitions in the presentation. Try to apply the same transition, if any, throughout the presentation.

- **USE** clearly visible and understandable diagrams, tables, charts and graphs to enhance the meaning of the text to be presented. It will help in retaining the interest of the audience in the presentation.

Font:

- **CHOOSE** a font that is simple and easy to read such as Arial, Times New Roman or Verdana.

- **USE**, at most, two different fonts – perhaps one for headings and another for content

- **KEEP** all fonts large enough. Font size for main heading should be 40 pt, sub headings 32 pt & text 24 pt.

- **AVOID** using all capital letters – even for headings. *All Caps* make the words difficult to read.

- **USE** colors on your slides. Make sure that the color has a purpose: for example, to highlight a part of a figure or to group like things.

B. Guidelines for delivering presentation

- **READ** your document (Internship Report) thoroughly at least 3 to 4 times or until you understand all the details given in it.

- **DECIDE** what is important in your document. A document will have many details, but only a few important ideas. Your presentation should be well planned and focused on the important ideas.

- **START PREPARING EARLY;** don't wait until the last few days to prepare.

- **PRACTICE** your entire presentation-including your slides before a suitable margin of time until you are comfortable. Also time yourself. Rehearse -- Rehearse and Rehearse. This is the only key of a successful presentation.

- **TRY** to practice before a group of people

- **THINK ABOUT YOUR AUDIENCE/PANEL**. It is important to anticipate the level of competency the likely audience/panel is expected to have.

- **USE** an effective precise introduction. Try to get familiar with audience/panel.

- **WEAK** introduction should be avoided such as apologies, jokes, symbolic questions

- **EXPLAIN** to the audience/panel the significance of the topic/issue.

- **ORGANIZE** your presentation clearly and simply: Think logically what should be the ideal and logical sequence of presenting the various concepts/topics covered in the presentation and allocate time accordingly; don't stretch it extra-ordinarily.

- **KEEP** synchronization between the slides and the talk. As you present new ideas, you should be putting up a new slide.

- **USE** body language effectively: Avoid relaxed gestures. Don't play with a pen or pointer.

- **MAINTAIN** eye contact with the audience/panel.

- **MAKE** an effective conclusion: Summarize and provide closure.

- **SHARE** your insight and understanding and tell the audience/panel what you've concluded from your work.

C. Guideline for viva-voce:

- **ANTICIPATE QUESTIONS**: Think of at least ten most likely questions in the stuff you are going to present and plan your answers accordingly

- **UNDERSTAND** the question asked to you first and then provide the answer.

- **DO NOT** get confused but remain confident while answering

- **DO NOT** deviate from the scope of your presentation

Precautions

- Dress formally; never put on informal clothes or shoes.

- Reach the designated place earlier than the given time.

- Be confident during the presentation.

- Keep the number of slides as many as to be managed within the allocated time.

- Don't read slides during presentation.

- Use simple words to express yourself.

- Accept criticism and be open.

- Avoid long discussions and un-necessary arguments.

- Be honest: if you are unable to answer the question, ask the panel to get excused

Templates:

The templates for presentation are uploaded on VULMS for your guidance only. These are the minimum requirements you must include in your presentation. You can however, add more points/contents according to the requirements of your Internship Report.