

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 background.
- **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 during your presentation.
- **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 panel 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 related things.

B. Guidelines for delivering presentation

- **READ** your Project thoroughly at least 3 to 4 times or until you understand all the details given in it before delivering the presentation.
- **DECIDE** what is important in your Project. The Project 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 to a successful presentation.
- **TRY** to practice before a group of people.
- **THINK** AND ANTICIPATE the level of competency the likely panel is expecting from you.
- **GIVE** an effective and precise introduction of your self and your work. Try to adjust in the presentation environment and feel comfortable.
- **WEAK** introduction should be avoided such as apologies, jokes, symbolic questions etc.
- **EXPLAIN** to the panel the significance of your 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.
- **KEEP** synchronization between the slides and the talk. As you present a new idea, you should put up a new slide.
- **USE** body language effectively. Avoid relaxed gestures. Don't play with a pen or pointer.
- **MAINTAIN** eye contact with the panel.
- **MAKE** an effective conclusion. Summarize and provide closure.
- **SHARE** your insight and understanding and tell the panel what you have concluded from your work.

C. Guideline for Viva Voce

- **ANTICIPATE QUESTIONS**: Think of at least ten most likely questions that can be asked from you during viva voce and plan your answers accordingly.
- **UNDERSTAND** the question asked to you during the viva voce 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.
- Be confident during the presentation.
- Keep the number of slides as many as to be managed within the allocated time.
- Do not simply read out the slides during presentation rather use the points given in the slides for reference and explain them in your own words.
- Use simple words to express your view points.

- Accept criticism and be open.
- Avoid long discussions and unnecessary arguments.
- Be honest. If you are unable to answer the question, request the panel to excuse you.

Template

The template for presentation is provided for your guidance only. It contains the minimum requirement you must include in your presentation. However you can add more points/contents according to the requirement of your Project.

Note: The downloadable template for presentation is available under the icon of "Downloads" on VULMS of this course.