

Slide Design

Font

- Size 34-40 for titles, 20-24 for main text
- Should be able to be seen from all points of the room
- Use a clean typeface (such as Arial)
- Use the same typeface throughout your presentation and avoid all caps (use caps and lowercase for easier reading)

Content

- Use bullet points, not complete sentences
 - There is no reason for the audience to listen to you if your entire script is on the slides
- Use visual aids **if confident**, but use special effects sparingly
 - Only if absolutely necessary to make a point
- Ensure citations and references are included and are in APA style

Design

- Use contrasting colours
 - Dark text on a light background or light text on a dark background
 - Avoid combinations of colours that look similar
 - Avoid red/green combinations (colour blindness)

Presenting Effectively

- Avoid reading from the screen
 - If something is on the slide, the audience can read it (meaning they don't need to listen to you).
- Face forward – open body language
- Make eye contact with the audience
 - Or if you can't do this, at least look up
- Consider your volume, tone and pace
- Practice!!
 - Avoid a situation where you don't know what is coming next

- Consider timing and practice your timing
 - Remember you have **five minutes**.
- **ENJOY!**

- Introduce yourselves at the beginning
- Speak with confidence
 - Practice can help with this! Even if you are not confident in the physical act of *presenting*, you can be confident in your knowledge of the topic
- Avoid filler words
 - 'um', 'like', 'you know' – this is often habit and is not a big deal! But practice, again, will help relax you
- Don't stand in front of the screen
- Breathe
 - Being nervous is entirely normal. Breathing is the best way to alleviate nerves before you start (and useful throughout)
- Pause!
 - If you need to take a breath, take a breath.

Queries

Can I use notes?

- Yes! You can use notes but avoid reading verbatim from them.
- Use key words/phrases in your notes rather than whole sentences – if you lose your place this becomes more frustrating for you
- Use something small to hold your notes – e.g., an A4 piece of paper is no good (think of the noise, size, potential for it covering your mouth when reading etc), Flash cards are very useful.
- Practice will allow you to rely less on notes. As you progress through the levels of your degree, the expectation is that use of notes diminishes.

Do I need to include references?

- Yes – as with all academic work, include appropriate references and a full reference list.

How will I know when I am almost at five minutes?

- I will let you know when you have one minute left, and when you **must** stop (5 ½ minutes is the max)
- If you still have a LOT of content to get through, consider summarising the main points so that you are not going over time.

Will I be asked questions?

- Yes, there will be questions asked of each group.
- Anticipate what questions could be asked and prepare possible responses
- You may not know an answer – and that is fine!

How is my presentation assessed?

- Please see the assessment proforma for the specific criteria. Each member of the group will receive an individual mark for their contribution.