

Tips on Preparing and Presenting Research Proposal PPT

Graduate Seminar

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Preparation Tips for PPT

- Comply with stated guidelines for completing Chapters 1-3
- Ensure “**green light**” from supervisor for presenting Chapters of 1-3
- Confirm presentation date with SOE Graduate office secretary



Preparation Tips for PPT

Use SOE Marking Guide as Outline

- Background (3)
 - Statement of the Problem (1)
 - Purpose of the Study (1)
 - Research Questions/Hypotheses (1)
 - Expected Outcomes (1)
 - Literature Review (4)
 - Methodology (5)
 - Timeline (1)
 - References (1)
- Approx. 20 slides**
(prepare to answer questions on above)

Preparation Tips for PPT

- **Choose suitable theme and design: title slide must “stand out”**
- **Select complementary graphics/color (culturally relevant)**
- **Aim for consistency on each slide and avoid crowding**
- **Add audio and video appropriately**
- **Download video where possible or open in a new window.**

Preparation Tips for PPT

- Use a max of 3 font styles
- Use approx. 6-7 lines per slide, 7-8 words per line and proof read
- Use ample blank spaces
- Use animations appropriately such as slide transitions
- Keep all files in the **same folder and make multiple copies**



Presentation Tips for PPT



Presentation Tips for PPT

- **Run thru PPT on presentation computer and save in compatibility mode**
- **Check that audio/video, volume, links, animations etc. work**
- **Practice presenting out loud before a trial audience**
- **Avoid “parroting” your presentation**
- **Use note cards for details**

Presentation Tips for PPT

- **You are the SME not the PPT**
- **Tell a story rather than give facts to interest your audience**
- **Use audio/video to vary interaction**
- **Ensure you keep to time limit**
- **Practice moving back and forth in your PPT**



Presentation Tips for PPT

- **Dress appropriately**
- **Speak confidently at moderate pace**
- **Use jargon for your field**
- **Address all questions asked without being defensive**
- **Offer to follow-up in time of doubt**
- **Thank your audience**



References

- Sharp. V (2009). Computer education for teachers. Hoboken, NY: John Wiley & Sons.
- Teaching Effectiveness Program Academic Learning Services. (n.d.) *Presenting with PowerPoint*. Retrieved from <http://TEP.UOREGON.EDU>



Thank You!