Presentation Guidelines

It is anticipated that there may be a variety of formats for the final oral presentation depending upon the nature of the topic to be discussed; however, the following guidelines must be obeyed.

- Each student’s presentation must be no longer than the time indicated in the syllabus. I will be in the audience with a stopwatch and will stop the presentation if necessary.
- A question and answer period will follow the presentation. Please be aware of this and be prepared to answer questions regarding your topic.
- The next student will have two minutes to set up and prepare for his or her presentation. If applicable, please have your laptop bootied up and PowerPoint loaded before your presentation!
- Attendance at ALL presentations is mandatory and professional conduct is required! Attendance will be taken at each session and significant points deducted for disrespectful or disruptive behavior. Remember that the students presenting have worked extremely hard on their projects and deserve all professional consideration.

In addition, the following comments may provide some helpful hints:

- **Do not** read your presentation! Note cards or the ‘notes’ feature of PowerPoint may be helpful, but be sure to look up and make eye contact with your audience – at least periodically.
- **Do** practice your presentation enough to be comfortable with all material to be presented, but **do not** attempt to memorize your presentation!
- Incorporate visual aids (graphs, charts, etc.) into your presentation. Many times it is easier to make a point with a graphic – also, it breaks up the monotony of slide after slide of text only. Remember, “A picture is worth a thousand words.”
- Keep equations and derivations to a minimum, but do not avoid any that are necessary an effective presentation of your topic. A wise person once told me, “The effectiveness of a presentation is inversely proportional to the number of mathematical representations.”
- **Do not** trust technology implicitly! If you choose to use PowerPoint, have your presentation backed up on a disk or another student’s laptop.
- **Remember!!** Breathe!!! You are the expert on this topic – let it show!