

Unit

6

Presenting Research Findings

Lesson 2. Presenting Research Findings

Preparing an Oral Presentation

- + Written presentations (the report) is also delivered as an oral presentations.***
- + Thanks to technology, oral presentations are supported by slides (power point/ overhead projectors).***

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Guidelines for preparing PPT slides:

- ✦ Make Title slide with author(s) name(s), Introduction slides (3-4), Materials and Methods slides (1-3), Results slides (3-6), Discussion and Conclusions.
- ✦ Do not overload each slide with too much information.
- ✦ Write in bulleted format.
- ✦ Better not to use complete sentences on the slide.
- ✦ Include no more than 3 or 4 bullets on a single slide and try to make all the points on a single slide relevant to a single specific point.
- ✦ Choose a single background for the entire presentation that is not too busy and distracting but visually engaging.

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Guidelines for preparing PPT slides:

A. Format

- ✦ PowerPoint is a fun program with many bells and whistles (animations, backgrounds, ability to layer text and images, etc.). Be creative, but do not include so many of these that it distracts your audience from your content.
- ✦ Use large enough font so that the projected presentation could be easily visible in the back of a large room. Usually this requires something greater than 24 point font. Also, don't use a font that is too ornate and therefore distracting. Simplicity in presentation, while still being visually engaging is key.
- ✦ When you write the slides, be certain that one logically leads into the next.

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B. Style and content

- ✦ Avoid footnotes
- ✦ Write in the past tense
- ✦ Use a heading for each slide
- ✦ Avoid long, complex statements - break these down into several subcomponents, each with a separate bulleted entry
- ✦ Check for excessive use of commas and conjunctions (“and”, “but”, “or”)
- ✦ Use positive statements and avoid non-committal statements (e.g. use “the data indicate...” rather than “the data could possibly suggest...”)
- ✦ Avoid non-informative abbreviations such as “etc.”, or “and so on”
- ✦ Reduce jargon to a minimum
- ✦ Avoid repeating facts and thoughts
- ✦ Be concise and succinct - don't pad out your report with irrelevant data or discussion or images
- ✦ Above all, produce accurate, clear, and concise writing

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The Presenter

- + An oral presentation is not only a presentation of your work but presentation of yourself too.
- + *Accepted norms that a presenter should follow*
 - + *Dress properly (not shabbily; not wearing slippers, T-shirts or any casual attire)*
 - + *Do not come with unkempt hair*
 - + *Don't use gestures like scratching noses, straightening eyebrows, vigorously rubbing palms, etc.*
 - + *Don't use vocals like clearing throat now and then, pausing with "umms", etc.*
 - + *Don't use motions like pacing back and forth, swaying on heels, etc.*

Practice Makes Perfect

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Delivering an oral presentation:

- + Have copies of your abstracts before heading to the venue.
- + Avail yourself on time or arrive early
- + Familiarize yourself with audiovisual equipment's
- + Project your voice to the person seated at the very back
- + Speak words clearly
- + Don't rush unnecessarily
- + Make eye contact with your audiences
- + Take sufficient time to describe graphs and tables
- + Draw the attention of the audience to the points you wish to highlight by using a mouse or pointer or fingers.
- + Finish on time and invite for questions and comments.

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Q & A session:

- ✦ Always good to restate a question as you understand before beginning to answer. This gives the chance that the entire audience to hear the question and the one asking to see if you have understood the question.
- ✦ Politely ask the question repeated if it is not clear to you
- ✦ Answer questions to the entire audience; not to the one who asked.
- ✦ Never make Q & A session a dialogue.
- ✦ Never be rude to an audience or to any member of audience.
- ✦ If you don't know the answer for a question, be honest and acknowledge the importance of the question and tell that you don't have ready answer. But if you can, it is better to speculate.
- ✦ Do not try to make up answer for the question you don't understand at all.



Thank you

