

Do's and Don'ts while making a presentation¹

Do	Do not do
<p>1. SLIDES:</p> <ul style="list-style-type: none"> • Use legible font/ color. • Use figures, photos. • Organize the slides in a logical order. And follow the orderly sequence. • Use animations and cartoons to keep the audience alive. • One slide per minute is enough. 	<p>1. SLIDES:</p> <ul style="list-style-type: none"> • Do not show too many equations. • Do not include too much text on each slide. • Do not use long tables. • Do not use a poor background or foreground. • Do not use order of slides that was used for the previous presentation.
<p>2. SPEAKING:</p> <ul style="list-style-type: none"> • Address the audience. Audience is the focus. • Use words of greetings at the opening and vote of thanks at the closing. • Speak only what is relevant to the topic. • Look at everyone in the audience and always keep the eye contact with them. • Speak clearly and loud enough so that everyone can listen. • Use hands, hand gestures to release energy. Use the body language. • Use short pauses. • Use grammatically correct sentences. Use technical language suitable to a particular group. • Pronounce words correctly. Talk coherently. • Explain the illustrations thoroughly. • Use a pointer or a laser pointer to show something on the screen. • Practice it several times before the scheduled date/time (alone and in the presence of friends). • Answer any questions properly. 	<p>2. SPEAKING:</p> <ul style="list-style-type: none"> • Do not show your back. Do not look at the floor or only on one side. Do not always face the screen. • Do not speak too fast. Do not whisper. Do not say words like: “umm” “un” “uh” “like” “you know”. Do not mumble. Do not be monotone. • Do not clichés or use bad words/ slang language that may offend someone in the audience. Do not put hands in pockets while speaking. • Do not cut ideas into half. • Do not read from the screen/ notes/ computer. • Neither stare at the notes nor at the audience. Do not point with fingers at the selected persons. • Do not lie to the audience. • Do not use long pauses. Do not use repetitions. • Do not play with a pencil or a paper or anything else while speaking.

<p>3. KNOWLEDGE about the topic:</p> <ul style="list-style-type: none"> • Be knowledgeable. • Read it thoroughly a day before. 	<p>3. KNOWLEDGEABLE about topic:</p>
<p>4. ATTITUDE:</p> <ul style="list-style-type: none"> • Be prepared well. • Treat the audience with respect and honor. • Dress properly. • Be humorist, positive, confident. • Show enthusiasm. Smile. • Try to relax and look as calm as possible. • Think: YOU CAN DO IT. 	<p>4. ATTITUDE:</p> <ul style="list-style-type: none"> • Do not be pessimist. • Do not be ignorant. • Do not be confused, bored, scared. • Do not be nervous. • Do not look afraid. • Do not chew gum while speaking.
<p>5. TIME:</p> <ul style="list-style-type: none"> • Arrive early. • Present only in the allotted time. • “One slide per minute” is a good rule of thumb. 	<p>5. TIME:</p>

COMPILED FROM THE INFORMATION PROVIDED BY STUDENTS of BME4994,
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