

Giving a presentation

- 1 Plan on the basis of a maximum of 100 words per minute.
- 2 Use slides only where necessary – for example, to present a graph.
- 3 Practise the links between the slides.
- 4 Remove the headings from your slides.
- 5 If you have to present text on slides, use a *maximum* of eight lines per slide.
- 6 If you present a table on a slide, do not exceed five rows.
- 7 Use a sans-serif font. Use lower case wherever possible.
- 8 Look at your audience, not your slides.
- 9 If you want the audience to read a slide, stop talking...
- 10 ...but remember that some people are visually impaired. Impairments include colour blindness.

This resource is published as the first in the Writing Protocols series.

Resources for presenters

Jack P. Hailman & Karen B. Strier, *Planning, proposing, and presenting science effectively* 2nd ed. (Cambridge University Press, 2006)

Scott L. Montgomery, *The Chicago guide to communicating science* (University of Chicago Press, 2003)

Drew Provan, *Giving great presentations in easy steps* (In Easy Steps, 2009)

Graham Welch, 'Voice management' in A. Thody et al., *Teacher's survival guide* 2nd ed. (Continuum, 2004)

Giving an oral presentation (University of Canberra):
www.canberra.edu.au/studyskills/learning/oral

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