

Guidelines for PPT Presentations

The PPT Presentations are aimed at increasing students' learning, collaborating and presenting abilities. You have to explore the "research" by reading scientific references, selecting the useful information and presenting them in a professional way.

How does this work?

1. Two students are paired on one topic and your recitation TA is the point person to help you. The abstract and outlines should be turned in at least three weeks before the presentation (Oct 13th). The draft slides should be submitted to your assigned TA by Oct 22nd. After correcting and fixing your slides based on TA's advice, your presentation (10-12 mins) should be recorded in a power point presentation and submitted to your TA by Nov 1st.
2. The presentations will be played to the class one by one via ZOOM on Nov 3rd and 5th. The audience can ask questions in the chat, and the TA will select two for the presenters to answer.
3. After the presentation, the students who are "in the audience" (evaluators) are asked to fill out the post-presentation form which will be sent by the TA. The presentation, attendance and post form submission are all included in the grading.
4. Each student will give their evaluations for the presentations that they attend (except themselves), which will be in the post-presentation form.

How to prepare for the presentation?

Your assigned TA will be your mentor on PPT project. They will guide and mentor you. Besides, here are some helpful materials from our previous poster project that are applicable to the power point slide presentation project.

Presentation Project (Oral Power point)

The first real slide should be an abstract of the presentation. No more than 200 words. An abstract summarizes the overall story /describes and introduces the subject. If you were not orally presenting the slides, one could follow most of the presentation just from looking at the slides.

The advice provided below is for a research presentation. Your “research” is entirely from published work/data.* You must give references for that data. Have a plan for what you wish to communicate to your audience and organize the information so as to go from topic to topic easily. Organize your team to spread out the labor. Good Luck!!!

References: Credible references will be from

- a) A good text such as Shriver and Atkins, et al.; Other inorganic textbooks. This would be your primary source. Read about the topic in a couple of textbooks first.
- b) The Web. Web elements are excellent. Wikipedia will be a good resource for the general information that you are putting together and will as well have graphics to illustrate the points you wish to make.
- c) There may be government reports from the National Research Council or the Department of Energy. These are good. Reference them properly.
- d) The primary (research) literature. Articles in journals such as Science and Nature are peer reviewed and finding an appropriate research article to reference in your poster will give you extra points.

Deciding which information from which sources to use is of primary importance in producing an overview of a subject such as this presentation project. Select information that applies directly to your thesis statement and that comes from reputable and respected sources.

Top 10 pieces of advice for a good presentation:

- 1) Content is far more important than bells and whistles. Don't worry about colors, template, etc. until you get your content firmly in mind.
- 2) Keep it Simple. **Remember the content is the primary goal.**
- 3) Limit bullet points & text. ...
- 4) Limit transitions & builds (animation) ...
- 5) Use high-quality graphics. ...
- 6) Have a visual theme, but avoid using **PowerPoint** templates. ...
- 7) Use appropriate charts and data to emphasize your point. ...
- 8) Use color well. ...
- 9) Choose your fonts well.
- 10) Practice!