Oral Presentation Guidelines and Suggestions

While each presentation is unique based on the subject matter, the following suggestions provide a good starting point for developing a clear and effective oral presentation. (Note: **Bold items are required**, the rest are advisory.)

•   **Your presentation must cover the same material as the abstract submitted in your *Celebration* application.**

•   **Every presenter has nineteen minutes, therefore your presentation should be approximately 15 minutes in length. This will allow several minutes for your audience to ask questions. Any technical problems count against your time. The next scheduled presentation will begin promptly.**

•   Do not try to present your entire paper or project. Instead highlight the most important or most interesting points. You may want to use this outline:

I.   Introduction—provide the background, design and/or method of project. Draw in your audience with a brief anecdote, quotation, startling statistic, or visual image.   Provide a statement of the importance of your work, a thesis statement, and preview of the main points of your presentation.

II.   Body—summarize your research along with your analysis, interpretations, and/or findings

III.   Conclusion—explain the implications of what scholars in your discipline may learn from your work. Restate your thesis and provide the audience with a sense of closure or finality.

•   **Remember that you will be addressing audience members with a variety of expertise on your topic.** Be sure to explain technical terms for the general audience. Your presentation is an invitation for others to engage the conceptual world of the discipline you are representing. If effective, your presentation may draw students to consider taking a class in that department.

•   Do not rely upon a PowerPoint presentation for the entire content of your talk. Use slides sparingly to stress the main ideas. Use PowerPoint for what it does best: to enhance your speech with visual images that you cannot adequately portray through language alone and to underscore and supplement your verbal content. Think about the consistency, color schemes, fonts, and font sizes of your slides. For assistance you may want to consult: http://getit.rutgers.edu/tutorials/powerpoint/index.html

•   Be as dynamic and interactive as possible—engage your listeners. Attempt to speak in a conversational fashion, working from an outline rather than from an essay or a manuscript.

•   Practice! Before your presentation, practice it with your sponsor, your friends, or a Speech Tutor.   If you intend to have a PowerPoint presentation, practice your delivery while using the PowerPoint.

•   All PowerPoint files must be saved as a PowerPoint package and uploaded to the Research *Celebration* Moodle page by Wednesday, January 25 so that you can access the files using the computers in Detchon in advance of the Celebration. This will help to minimize the technical problems that could impede your presentation. Please feel free to contact Lon Porter (porterl@wabash.edu), with any questions or concerns.