

Chapter 1 : Presentation Ground Rules – Aaron Hood

Presentation software can be a wonderful tool if used correctly. It can also be a dangerous distraction that interferes with communication rather than facilitating it. The line between the two is thin. Over the course of my career, I have sat through hundreds of presentations. Most of them were done.

Students and their research projects are judged on their OWN merit in meeting the Criteria for Judging rather than in comparison to other Students or research projects. These following rules are designed to teach students better presentation skills and provide the judges with a uniform set of guideline: The student doing the presentation must be the one who conducted the research. Although students may present a new phase of an on-going project, no student may present a research topic from a previous year without conducting significant additional research on the topic during the current year. Measurements must be in metric except where highly specialized equipment is calibrated in other units. Presentations in which the measurements were not done in metric will not receive a first place award, regardless of score. Each student will give their presentation in the same order as listed in the program booklet. The judges may make an exception for unusual circumstances. The judging team may not add a student to the program without official notice from the Registration Committee or its representative. No reduction in score will be given for a presentation of less than ten 10 minutes. Presentations exceeding ten 10 minutes will not receive a first place award, regardless of score. A student shall not be interrupted during his presentation and no one shall be permitted to enter or leave the room during the presentation. The researchers may use notes in their presentations but reading the report to the judges is considered bad form. Any two-dimensional representation charts, pictures, graphs, posters, slides, projections etc. No three-dimensional objects may be used in the presentations. No materials may be passed to the judges during the presentation. Only in rare, unique situations might the judges request materials during the questioning period. Only a PJAS technician may assist with the use of the audiovisual equipment. Specialized presentation media such as video recording, tape cassettes, computer screens, etc. In cases of doubt as to the appropriateness of a presentation, the State Judging Chairmen will make the final ruling. Each category of the Judging Criteria shall be scored on a 5 point integer system: Excellent 5 - 4 - 3 - 2 - 1 Unacceptable The student shall receive award based on the average score per judge, calculated by the following formula: Judges may not disqualify a student. The judging committee or judging chair may ask for input from any source they wish. Questions concerning infractions of the State Rules for Judging are subject to the investigation and ruling of the Chairmen of the State Judging Committee and the Regional Directors if appropriate.

Chapter 2 : PowerPoint Tips: Simple Rules for Better PowerPoint Presentations

Simple rules for better PowerPoint presentations Have you ever given a PowerPoint presentation and noticed that something about it just seemed a little off? If you're unfamiliar with basic PowerPoint design principles, it can be difficult to create a slide show that presents your information in the best light.

Poorly designed presentations can leave an audience feeling confused, bored, and even irritated. Review these tips on making your next presentation more engaging. Instead of typing out your entire presentation, include only main ideas, keywords, and talking points in your slide show text. Engage your audience by sharing the details out loud. The same goofy effects and funny clip art that would entertain a classroom full of middle-school students might make you look unprofessional in front of business colleagues and clients. Know your audience, and tailor your presentation to their tastes and expectations. Choose readable colors and fonts. Your text should be easy to read and pleasant to look at. Large, simple fonts and theme colors are always your best bet. The best fonts and colors can vary depending on your presentation setting. Presenting in a large room? Make your text larger than usual so people in the back can read it. Presenting with the lights on? Dark text on a light background is your best bet for visibility. Before including effects like this in your presentation, ask yourself: Would this moment in the presentation be equally strong without an added effect? Does it unnecessarily delay information? If the answer to either question is yes or even maybe leave out the effect. When used sparingly, subtle effects and animations can add to your presentation. Keep these tips in mind the next time you create a presentation your audience will thank you. For more detailed information on creating a PowerPoint presentation, visit our Office tutorials.

Chapter 3 : Presentation rules

Some Rules for Making a Presentation Here's a minute Powerpoint talk with the essentials. Golden rule Human attention is very limited. Don't cram too much information, either in each slide, or in the whole talk.

This is an open-access article distributed under the terms of the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original author and source are properly credited. This article has been cited by other articles in PMC. While the rules apply broadly across disciplines, they are certainly important from the perspective of this readership. Clear and logical delivery of your ideas and scientific results is an important component of a successful scientific career. Presentations encourage broader dissemination of your work and highlight work that may not receive attention in written form. Talk to the Audience We do not mean face the audience, although gaining eye contact with as many people as possible when you present is important since it adds a level of intimacy and comfort to the presentation. We mean prepare presentations that address the target audience. Be sure you know who your audience is—what are their backgrounds and knowledge level of the material you are presenting and what they are hoping to get out of the presentation? Off-topic presentations are usually boring and will not endear you to the audience. Deliver what the audience wants to hear. Less is More A common mistake of inexperienced presenters is to try to say too much. They feel the need to prove themselves by proving to the audience that they know a lot. As a result, the main message is often lost, and valuable question time is usually curtailed. Your knowledge of the subject is best expressed through a clear and concise presentation that is provocative and leads to a dialog during the question-and-answer session when the audience becomes active participants. At that point, your knowledge of the material will likely become clear. If you do not get any questions, then you have not been following the other rules. Most likely, your presentation was either incomprehensible or trite. A side effect of too much material is that you talk too quickly, another ingredient of a lost message. Only Talk When You Have Something to Say Do not be overzealous about what you think you will have available to present when the time comes. Research never goes as fast as you would like. Make the Take-Home Message Persistent A good rule of thumb would seem to be that if you ask a member of the audience a week later about your presentation, they should be able to remember three points. If these are the key points you were trying to get across, you have done a good job. If they can remember any three points, but not the key points, then your emphasis was wrong. It is obvious what it means if they cannot recall three points! Be Logical Think of the presentation as a story. There is a logical flow—a clear beginning, middle, and an end. You set the stage beginning, you tell the story middle, and you have a big finish the end where the take-home message is clearly understood. Treat the Floor as a Stage Presentations should be entertaining, but do not overdo it and do know your limits. If you are not humorous by nature, do not try and be humorous. If you are not good at telling anecdotes, do not try and tell anecdotes, and so on. A good entertainer will captivate the audience and increase the likelihood of obeying Rule 4. Practice and Time Your Presentation This is particularly important for inexperienced presenters. Even more important, when you give the presentation, stick to what you practice. It is common to deviate, and even worse to start presenting material that you know less about than the audience does. The more you practice, the less likely you will be to go off on tangents. Visual cues help here. The more presentations you give, the better you are going to get. In a scientific environment, take every opportunity to do journal club and become a teaching assistant if it allows you to present. An important talk should not be given for the first time to an audience of peers. You should have delivered it to your research collaborators who will be kinder and gentler but still point out obvious discrepancies. Laboratory group meetings are a fine forum for this. Use Visuals Sparingly but Effectively Presenters have different styles of presenting. Some can captivate the audience with no visuals rare; others require visual cues and in addition, depending on the material, may not be able to present a particular topic well without the appropriate visuals such as graphs and charts. Preparing good visual materials will be the subject of a further Ten Simple Rules. Rule 7 will help you to define the right number of visuals for a particular presentation. A useful rule of thumb for us is if you have more than one visual for each minute you

are talking, you have too many and you will run over time. Obviously some visuals are quick, others take time to get the message across; again Rule 7 will help. Avoid reading the visual unless you wish to emphasize the point explicitly, the audience can read, too! The visual should support what you are saying either for emphasis or with data to prove the verbal point. Finally, do not overload the visual. Make the points few and clear. Violations of the other rules will become obvious. Seeing what is wrong is easy, correcting it the next time around is not. You will likely need to break bad habits that lead to the violation of the other rules. Work hard on breaking bad habits; it is important. Provide Appropriate Acknowledgments People love to be acknowledged for their contributions. Having many gratuitous acknowledgements degrades the people who actually contributed. If you defy Rule 7, then you will not be able to acknowledge people and organizations appropriately, as you will run out of time. It is often appropriate to acknowledge people at the beginning or at the point of their contribution so that their contributions are very clear. As a final word of caution, we have found that even in following the Ten Simple Rules or perhaps thinking we are following them, the outcome of a presentation is not always guaranteed. Audience–presenter dynamics are hard to predict even though the metric of depth and intensity of questions and off-line followup provide excellent indicators. Sometimes you are sure a presentation will go well, and afterward you feel it did not go well. Other times you dread what the audience will think, and you come away pleased as punch. The author has declared that no competing interests exist. The author received no specific funding for this article. Ten simple rules for getting published. Ten simple rules for getting grants. Ten simple rules for reviewers. Ten simple rules for selecting a postdoctoral fellowship. Ten simple rules for a successful collaboration.

Chapter 4 : Making a Presentation

As a general rule, no presentation should be longer than a half-hour and no presentation should ever run over its scheduled time. Above all, never cram a full presentation into a five-minute window.

If you have not heard that term before allow me to explain. You have attended seminars or talks about a variety of topics. Today, almost all oral presentations are accompanied by a PowerPoint presentation. Most PPTs are boring, overdone and not readable, the print is too small or simply has too much information to even bother reading. The Speaker is usually speaking to the wall rather than the audience and is usually reading directly from the slide. In other words, you could have stayed home and read the slide yourself. You deem the speech worthless and boring; in other words Death by PowerPoint. The unfortunate part of this story is that you will do the exact same thing for your own presentations. Your speech is your speech. The PPT slides are there to enhance, illustrate or compliment what you are saying. This includes the title on the slide. Use Key Words Only. There are exceptions to this rule. The most common is when using a direct quote. Some will write out the entire quote while others will show a picture of the person and read the quote from notes. Rule " Look At The Audience. Never turn your back on the audience. The projection screen or wall is not your audience. If you need to look at a slide to make sure the right one is showing or as your notes, Stop, Look, Turn and Speak. Better yet, using a remote slide changer, keep your computer in front of you so you have a prompt screen. No strange backgrounds or animations. Be consistent in color, style and animation. Rule " Make It Readable. Make the print large enough to be read from the back of the room. If the guy in the back cannot read your PPT, you are losing part of the audience. Do not simply use the default print from PPT. Rule " Spell Check! Nothing can ruin your presentation faster than misspelling a word or name. Rule " Check Your English. Rule " Know Your Room. Will you be able to darken the room? If so, will the audience still be able to see you or the slides? It is suggested that you use a dark background in a darkened room and a light white background in a well lit room. Rule " Fade Out. But the slides will not be as bright on the projection screen as they are on your monitor. Use highly contrasting colors for your graphs. Reds are better than yellows and black print is easier to read. Rule " Technology Fails! Remember, your speech is what is important, not the slides. Practice with and without the PPT presentation. He is the winner of the Harold Riback Award for excellence in writing. He is also an editor and award-winning speaker. His book, "A Christian Nation? An examination of Christian nation theories and proofs" is available on Amazon, com as a paperback and eBook.

Chapter 5 : 10 Rules for Better PowerPoint Presentations

Duarte creates presentations and offers training based on our unique VisualStoryâ„¢ methodology, which applies storytelling and visual thinking to craft persuasive communications designed to shift audience beliefs and behaviors.

Create a new Offer presentation type rule. Change its label and its description if necessary. Choose the All channels option to extend the rule to all channels. Click the Edit expression link and choose the Category node as an expression. Choose the category that matches your travel offer for Canada and click OK to close the query window. In the Offer presentation tab, choose the same dimensions as those configured in the environment. Specify the period during which the rule will apply. Limit the proposition to one so that recipients that have already rejected a trip to Canada will not receive another similar offer. Select the Offers for the same category filter to exclude all offers from the Canada category. Select the Rejected propositions filter to take into account only propositions rejected by the recipient. Choose the recipients for which this rule will apply. In our example, we will choose the Frequent travelers recipients. Reference the rule in an offer typology. Go to the offer environment, Environment - Recipient in this case and reference the new typology just created using the drop-down list in the Eligibility tab. Applying the presentation rule Here is an application example of the previously created typology rule. We want to send a first offer proposition belonging to the Canada category. If the offer is rejected once by any of the recipients, it will not be offered to them again. In the Frequent travelers recipient folder, choose one of the profiles to check the offers for which they are eligible: In our example, Tim Ramsey is eligible for an offer which is part of the Americas category. Start by creating an email delivery which will target your Frequent travelers recipients with offers. Select the offer engine call-up parameters. In our example, the Travel in America category is chosen, which contains the Canada and United States sub-categories. Insert your offers in the body of the message and send the delivery. For more on this, refer to About outbound channels. The recipient received the offer for which they are eligible. The recipient rejected the Canada offer, as shown in the proposition history. Check the offers for which they are now eligible. We can see that no offers for Canada are chosen.

Chapter 6 : PowerPoint Math: The Rule | Manner of Speaking

*Before getting all caught up in the gee-whiz features of PowerPoint, remember that the purpose of a presentation is to present information—*not* overwhelm the audience with a demonstration of the software's bells and whistles. The software is merely a tool. Avoid the typical pitfalls of PowerPoint.*

Golden rule Human attention is very limited. Organization Have a very clear introduction, to motivate what you do and to present the problem you want to solve. The introduction is not technical in nature, but strategic i. If you have a companion paper, mention it during the talk and recommend it for more details. Present only the important ones. Use only one idea per slide. Have a good conclusions slide: Use only one "conclusions" slide. The conclusion slide should be the last one. Do not put other slides after conclusions, as this will weaken their impact. Having periodic "talk outline" slides to show where you are in the talk helps, especially for longer talks. At least one "talk outline" slide is very useful, usually after the introduction. If you need it remembered, re-state the information a second time. Especially if you have to present many different things, try to build a unifying thread. The talk should be sequential in nature i. Try to cut out as much as possible; less is better. Help the audience understand where you are going. This also helps them save important brain power for later parts of the talk which may be more important. Avoid Latex, except for slides with formulas Leslie Lamport himself says that slides are visual, while Latex is meant to be logical. Good looks are important. Humor is very useful; prepare a couple of puns and jokes beforehand but not epic jokes, which require complicated setup. Improvising humor is very dangerous. The more you rehearse the talk, the better it will be. A rehearsal is most useful when carried out loud. The more people criticize your talk during practice , the better it will be; pay attention to criticism, not necessarily to all suggestions, but try to see what and why people misunderstood your ideas. Not everything has to be written down; speech can and should complement the information on the slides. Give people time to think about the important facts by slowing down, or even stopping for a moment. Do not go overtime under any circumstance. Listen to the questions very carefully; many speakers answer different questions than the ones asked. Do not treat your audience as mentally-impaired: Text Slides should have short titles. A long title shows something is wrong. Use uniform capitalization rules. All the text on one slide should have the same structure e. Put very little text on a slide; avoid text completely if you can. Put no more than one idea per slide i. If you have lots of text, people will read it faster than you talk, and will not pay attention to what you say. Use very few formulas one per presentation. The same goes for program code at most one code fragment per presentation. Do not put useless graphics on each slide: A spelling mistake is an attention magnet. Illustrations Use suggestive graphical illustrations as much as possible. Prefer an image to text. Do not put in the figures details you will not mention explicitly. The figures should be as schematic as possible i. Do not "waste" information by using unnecessary colors. Each different color should signify something different, and something important. A few real photos related to your subject look very cool e. Real photos are much more effective during the core of the talk than during the intro. I hate talks with a nice picture during the introduction and next only text; they open your appetite and then leave you hungry. For some strange reason, rectangles with shadows seem to look much better than without especially if there are just a few in the figure. Sometimes a matte pastel background looks much better than a white one. Exploit animation with restraint. Do not use fancy animation effects if not necessary. However, there are places where animation is extremely valuable, e. Use strong colors for important stuff, pastel colors for the unimportant. Use thick lines in drawings e. Label very clearly the axes of the graphs. Explain the un-obvious ones. Use large fonts for labels; the default fonts in Excel are too small. Discuss the results numbers in detail; "milk" them as much as possible. Excellent advice from by Leslie Lamport.

Chapter 7 : Ten Simple Rules for Making Good Oral Presentations

The first broken cardinal rule of effective PowerPoint presentations is forgetting the intent of the software. PowerPoint isn't a word document program or a means for dumping data on an audience.

Top Ten Slide Tips 1. The software was designed as a convenient way to display graphical information that would support the speaker and supplement the presentation. People came to hear you and be moved or informed or both by you and your message. The less clutter you have on your slide, the more powerful your visual message will become. But boring an audience with bullet point after bullet point is of little benefit to them. Which brings us to the issue of text. The best slides may have no text at all. This may sound insane given the dependency of text slides today, but the best PowerPoint slides will be virtually meaningless without the narration that is you. Remember, the slides are meant to support the narration of the speaker, not make the speaker superfluous. Many people often say something like this: I hear it was great. Can you just send me your PowerPoint slides? Instead of a copy of your PowerPoint slides, it is far better to prepare a written document which highlights your content from the presentation and expands on that content. Audiences are much better served receiving a detailed, written handout as a takeaway from the presentation, rather than a mere copy of your PowerPoint slides. If you have a detailed handout or publication for the audience to be passed out after your talk, you need not feel compelled to fill your PowerPoint slides with a great deal of text. Aim for something like this simple slide above. And this is even better!

3. Object builds also called animations, such as bullet points, should not be animated on every slide. Some animation is a good thing, but stick to the most subtle and professional similar to what you might see on the evening TV news broadcast. Listeners will get bored very quickly if they are asked to endure slide after slide of animation. For transitions between slides, use no more than two-three different types of transition effects and do not place transition effects between all slides. Use high-quality graphics Use high-quality graphics including photographs. You can take your own high-quality photographs with your digital camera, purchase professional stock photography, or use the plethora of high-quality images available on line be cautious of copyright issues, however. Never simply stretch a small, low-resolution photo to make it fit your layout – doing so will degrade the resolution even further. Avoid using PowerPoint Clip Art or other cartoonish line art. Again, if it is included in the software, your audience has seen it a million times before. It may have been interesting in the past, but today the inclusion of such clip art often undermines the professionalism of the presenter. There are exceptions, of course, and not all PowerPoint art is dreadful, but use carefully and judiciously. Try to avoid cheesy clip art like this. This edited stock photograph is more effective and professional. I often use images of people in my slides, as photography of people tends to help the audience connect with the slide on a more emotional level. If the photographic image is secondary in importance, then I decrease the opacity and add a Gaussian Blur or motion filter in Photoshop. If the photographic image is the primary area I want the audience to notice such as a picture of a product, then the image can be more pronounced and little or no text is needed. In this title slide, the image is primary. Have a visual theme, but avoid using PowerPoint templates You clearly need a consistent visual theme throughout your presentation, but most templates included in PowerPoint have been seen by your audience countless times and besides, the templates are not all that great to begin with. Your audience expects a unique presentation with new at least to them content, otherwise why would they be attending your talk? No audience will be excited about a cookie-cutter presentation, and we must therefore shy away from any supporting visuals, such as the ubiquitous PowerPoint Design Template, that suggests your presentation is formulaic or prepackaged. You can make your own background templates which will be more tailored to your needs. You can then save the PowerPoint file as a Design Template. You can also purchase professional templates on-line for example: There are several ways to display your data in graphic form; here are a few things to keep in mind: Used to show percentages. Limit the slices to and contrast the most important slice either with color or by exploding the slice. Used to show changes in quantity over time. Best if you limit the bars to Used to compare quantities. For example, comparing sales figures among the four regions of the company. Used to demonstrate trends. For example, here is a simple line chart showing

that our sales have gone up every year. The trend is good. The arrow comes in later to underscore the point: Our future looks good! In general, tables are good for side-by-side comparisons of quantitative data. However, tables can lack impact on a visceral level. If you want to show how your contributions are significantly higher than two other parties, for example, it would be best to show that in the form of a bar chart below, right. Use color well Color evokes feelings. The right color can help persuade and motivate. Studies show that color usage can increase interest and improve learning comprehension and retention. Colors can be divided into two general categories: Cool such as blue and green and Warm such as orange and red. Cool colors work best for backgrounds as they appear to recede away from us into the background. Warm colors generally work best for objects in the foreground such as text because they appear to be coming at us. It is no surprise, then, that the most ubiquitous PowerPoint slide color scheme includes a blue background with yellow text. You do not need to feel compelled to use this color scheme, though you may choose to use a variation of those colors. If you will be presenting in a dark room such as a large hall , then a dark background dark blue, grey, etc. But if you plan to keep most of the lights on which is highly advisable then a white background with black or dark text works much better. In rooms with a good deal of ambient light, a screen image with a dark background and light text tends to washout, but dark text on a light background will maintain its visual intensity a bit better.

8 rules that will change the way you give PowerPoint presentations. Richard Feloni. Jan. 19, , PM Lifeless PowerPoint presentations are sure to put your audience to sleep.

Presentation Articles , Hints and Tips , Rehearsal Tips This is one of the oldest of all the presentation techniques known about since the time of Aristotle. People tend to remember lists of three things. Structure your presentation around threes and it will become more memorable. The Rule of Three We remember three things. The rule of three is one of the oldest in the book Aristotle wrote about it in his book Rhetoric. Put simply it is that people tend to easily remember three things. Remember as a kid when your mum sent you down to the shop to buy a number of things. But when you got to the shop all you could remember were three things. This is the rule of three Odds are that people will only remember three things from your presentation What will they be? The audience are likely to remember only three things from your presentation plan in advance what these will be. Believe it or not, the chances are, people will only remember three things from your presentation. So before you start writing your presentation, plan what your three key messages will be. Once you have these messages, structure the main part of your presentation around these three key themes and look at how they could be better illustrated. There are three parts to your presentation The beginning, the middle and the end. Start to plan out what you will do in these three parts. The beginning is ideal for an attention grabber or for an ice breaker. The end is great to wrap things up or to end with a grand finale. Use lists of three wherever you can in your presentation Lists of three have been used from early times up to the present day. They are particularly used by politicians and advertisers who know the value of using the rule of three to sell their ideas. He is widely attributed as saying I can promise you nothing but blood sweat and tears. Because of the rule of three we simply remember it as Blood sweat and tears. There are lots of other examples of the rule of three on this link 4. In presentations less really is more. No one ever complained of a presentation being too short. Presentation Essentials Use visual aids where you can Rehearse, rehearse, rehearse The audience will only remember three messages So there you have the presentation essentials. I suggest that you print out this little box and stick it in your work book for future reference. So does it all work?

Chapter 9 : Presentation Skills 3: The Rule of Three

Continuing our "Ten Simple Rules" series [], we consider here what it takes to make a good oral presentation. As the rules apply broadly across disciplines, they are certainly important from the perspective of this readership.

Introduction Any understudy who has, or who builds up a therapeutic condition epilepsy, asthma, hypersensitivities, diabetes, and so on. Stay together as a class. The teacher will check to be sure that all understudies have left the building. Try not to ponder away and remain together. No understudy is permitted to work in a research facility unless Lab Supervisory Personnel Assistant are available. Ordinary remedy focal points are acknowledged! Shoes no shoes must be worn consistently. Uncovered feet or open shoes front or back are not allowed in the research center. All understudies must wear protective outer layers consistently. No eating, drinking, or smoking is allowed in the research facility. Just approved tests might be performed. Gear ought to be performed just for its planned reason. No chemicals or hardware might be expelled from the research facility. Try not to welcome anybody into the lab. Any understudy who is pregnant ought not perform lab tests. Settlement will be made if important to meet departmental necessities. The working space ought to be as uncluttered as conceivable to permit workspace and maintain a strategic distance from mishaps. Additionally, keep the walkways clear to counteract stumbling over your rigging. Approach your right hand for help if necessary. Keep your workspace spotless and clean. The working space, work area drawers, cupboards, instruments must be kept flawless and clean consistently. At the point when lab work is finished, all materials must be come back to their appropriate places and utilized seats, instruments and China must be tidied up. Old books are not adequate. Understudies can get the lab books and wellbeing goggles from Halil Memphis Room: No unapproved tests are to be performed in the research facility Supplier of laboratory chemicals in india. Know the area of flame douers and fire covers. Any synthetic spilled on your eye ought to be washed off with a lot of water for no less than 15 minutes at the eyewash. Inform an educator instantly. Advise an educator quickly. We specialize in providing complete turnkey private labeling and OEM services that meet the needs of our customers in an ever-changing marketplace. Contact Us Kailas Plaza, V. Lane , Ghatkopar E Mumbai â€” , India.