

# How to Create an Oral Presentation

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## Follow the steps below:

You will be allowed 15 minutes for your presentation: 12 minutes to present and 3 minutes for Q&A. A moderator will keep track your time and notify you when you have 5 minutes and 3 minutes remaining and will tell you when your time is up. Please keep in mind that you are allowed 3 minutes for Q&A. A PC will be provided for presentation, therefore, make sure your presentation is in PowerPoint format.

## Presentation Design

A research presentation is more than just standing up and giving information to the audience. You will need to decide how best to communicate your information to the audience, keeping in mind that they may not know anything about your field of expertise. Use the following guidelines to create an informative and interesting research presentation.

### Presentation Content:

- Be sure to organize your thoughts by developing an outline and smooth transitions between sections.
- Grab the audiences' attention immediately with a strong opening. You may start with a question that keeps them listening for your entire presentation.
- If you are using terminology that is specific to your field, do not assume that your audience knows the definition. Define terms early so your audience does not get lost by unfamiliar terms.
- Finish your presentation that sums up the importance of your research
- Use PowerPoint to introduce the most important information.
- Use PowerPoint as an outline as you speak to the audience. Generally, one double-spaced, typewritten page takes approximately 2 minutes to read. Use this as a guideline when determining proper length of presentation.

### PowerPoint Design:

- Use large font that is not any smaller than 24 pt. font.
- Use an easy to read font. Sans serif fonts like **Arial** are easier to read than serifed fonts like **Times New Roman**.
- Use bullet points and not complete sentences. Do not read off your PowerPoint, but instead use it as your outline of what you are communicating. As a general rule, use no more than six bullet points per slide and no more than seven words per bullet.
- Use contrasting colors: dark text on a light slide or light text on a dark slide. This enhances readability of the slide. Avoid color combination that look similar. Also, avoid red/green combination, as this is the most common form of color blindness.