**PRESENTATION GUIDELINES**

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| **Student information** | | | |
| Student name |  | Student ID |  |
| Department |  | Professor |  |
| Presentation title |  | Presentation date |  |
| Evaluator name |  | Evaluator title |  |
| Audience |  | Location |  |

Prior to preparing your presentation, confirm the specific topic, content, format and length of your presentation with your professor or the supervisor who will evaluate you.

**Introduction**

* Introduce yourself appropriately
* Introduce the presentation topic
* Explain the objectives clearly

**Organization**

* Organize the presentation logically
* Use signposts or otherwise move clearly from beginning to end

**Delivery**

* Speak clearly, with effective volume, tone and emphasis
* Pace speech appropriately
* Show professional composure - confidence and enthusiasm

**Resources**

* Use Powerpoint, visuals, handouts, and/or notes appropriately
* Do not rely overly on resources

**Audience involvement**

* Make appropriate eye contact
* Facilitate group participation as appropriate

**Knowledge of subject and preparation**

* Demonstrate clear knowledge of subject
* Present information correctly and effectively
* Prepare for presentation

**Response to feedback and questions**

* Encourage and be receptive to questions
* Be able to clarify or expand upon ideas

**Effectiveness**

* Present material that is appropriate for target audience
* Present informative and useful content

Remember: tell the audience what you will tell them - tell them - then tell them what you told them!