Tips on Preparing and Presenting Research Proposal PPT

Graduate Seminar

School of Education, University of the West-Indies
Debra Ferdinand, PhD

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Preparation Tips for PPT

• Comply with stated guidelines for completing Chapters 1-3

• Ensure “green light” from supervisor for presenting Chapters of 1-3

• Confirm presentation date with SOE Graduate office secretary
Preparation Tips for PPT

Use SOE Marking Guide as Outline

- Background (3)
- Statement of the Problem (1)
- Purpose of the Study (1)
- Research Questions/Hypotheses (1)
- Expected Outcomes (1)
- Literature Review (4)
- Methodology (5)
- Timeline (1)
- References (1) Approx. 20 slides (prepare to answer questions on above)
Preparation Tips for PPT

• Choose suitable theme and design: title slide must “stand out”

• Select complementary graphics/color (culturally relevant)

• Aim for consistency on each slide and avoid crowding

• Add audio and video appropriately

• Download video where possible or open in a new window.
Preparation Tips for PPT

• Use a max of 3 font styles

• Use approx. 6-7 lines per slide, 7-8 words per line and proof read

• Use ample blank spaces

• Use animations appropriately such as slide transitions

• Keep all files in the same folder and make multiple copies
Presentation Tips for PPT
Presentation Tips for PPT

• Run thru PPT on presentation computer and save in compatibility mode

• Check that audio/video, volume, links, animations etc. work

• Practice presenting out loud before a trial audience

• Avoid “parroting” your presentation

• Use note cards for details
Presentation Tips for PPT

• You are the SME not the PPT

• Tell a story rather than give facts to interest your audience

• Use audio/video to vary interaction

• Ensure you keep to time limit

• Practice moving back and forth in your PPT
Presentation Tips for PPT

- Dress appropriately
- Speak confidently at moderate pace
- Use jargon for your field
- Address all questions asked without being defensive
- Offer to follow-up in time of doubt
- Thank your audience

Thank You!