



Presentation Guide

What do you want to present?

- Gather or collect the relevant information to your topic.
- **Plan:** Know your topic, presentation duration time and number of slides.
- Make sure that you understand all the information in your presentation.
- Use visual aids and slides.
- Make your slides attractive and academic.

Presentation outline/ structure

- Tell them what you want to present (Objectives & Introduction to the presentation).
- Tell them (body of the presentation).
- Tell them what you have told them (Summary).

Revise your presentation

- Write the title of the topic, your name, your student ID number in the middle of the first slide.
- Make sure that you have put the university logo on the top left on the first slide while the Faculty of Pharmacy logo on the top right of the first slide.
- Make sure that you add a slide number.
- Check your presentation and correct any spelling or grammar mistakes if available.
- Give all figures and tables numbers and captions.
- Check that the information are relevant.
- Make your presentation easy to follow.
- Use clear font style and size (28-30 point) for power point.
- Use suitable color.
- Keep the slides brief and not crowded.
- For 15-minute presentation prepare 10-12 slides .



Practice

- Rehearsal with your friends or academic supervisor.
- Record your practice on the presentation to check your pronunciation and duration of presentation.
- Practice enough times before your presentation.

Presentation day

- Make sure that you have a copy of your presentation in flash memory as on your laptop and at google drive as well.
- Arrive 30 minutes before your presentation session.
- Introduce yourself to the audience at start of your presentation.
- Speak clearly & loudly.

How should you present?

- Take a deep breath before starting.
- Speak do not read.
- Keep eye contact with the audience.
- Use open body language.
- Smile and slow down.
- Finish within the timeframe.

Good Luck with your presentation