

Guidelines to marking oral presentations

Some advice on public speaking:

Dos	Don'ts
Presentation etiquette	
<p>Look at the audience, smile Speak loudly enough Use concept-related gestures Look energetic Start with the menu, end with a summary State the objective Define key terms Summarise along the way, make clear transitions, rephrase key ideas Use signposting language Find out how to pronounce key terms Use the right intonation Vary speaking speed, volume Time your presentation exactly</p>	<p>Hide behind a desk or computer screen Speak too quickly, monotonously Read from notes Talk to the screen Read the information in the slides as such Move around, pace the room Make nervous gestures Be over-familiar Speak French Use fillers (euh, so, well, donc!) Speak longer than allotted time</p>
Powerpoint etiquette	
<p>Sober, clear, efficient White background, black fonts Font size (16+) Check colours on screen Helpful titles Relevant pictures, charts, graphs Clear references: Author(s) (year) Title of article, <i>Title of journal</i>, Volume number, page numbers Check this site for advice: www3.imperial.ac.uk/library/subjectsandsupport/referencemanagement/Harvard/references</p>	<p>Too much text Unnecessary detail Spelling mistakes Copied paragraphs / images Silly backgrounds Silly animations No references or www.nature.com (!!!)</p>