



LiKu Guidelines and Style Sheet

Presentations: Guidelines and Grading Criteria

Oral Presentation Assessment Sheet

Student:

Assessment Criteria	Rating			
	Excellent	Good	Average	Minimum
1. CONTENT				
Engagement with topic				
Clarity of ideas				
Development of argument				
Depth				
Engagement with up to date research				
2. DELIVERY				
Clarity of diction, voice				
Posture				
Pace				
Timing				
Communication with audience				
Media & methods of presentation				



3. WRITING/HANDOUT				
Structure and content				
Phrasing & language				
Form & volume				
Referencing (MLA Style)				
Bibliography				
4. DISCUSSION				

Comments:

Overall Grade:



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Presentation Guidelines

See: [Don McMillan "Life after Death by PowerPoint"](#)

1. Keep it legible.

- Use font sizes **no smaller than 20 pt.**
- Use **sans serif** fonts (such as Arial or Tahoma or Verdana).
- Make your slides as **plain** as possible (all extra stuff needs to be processed by your audience and is likely to be distracting).
- **Visuals and colours** should help the audience understand and should neither distract nor clutter.
- **Animate** your text so that each point you want to make appears on the screen only upon your pressing a button and stating it.
- **Embed your fonts** or use standard fonts, so that the presentation can run on any computer without garbling your symbols.

2. Showing and telling.

Use **catchwords**, **simplified phrases** and **incomplete sentences** on the screen, then tell your story without reading or paraphrasing what can be seen there. Try to speak without looking at your notes too often, or, for that matter, at the screen. **Spoken language**, with its redundancies and lively intonation, is far easier to listen to and to follow over a longer period of time than written language. Try to speak clearly, aim at correct language use. Emphasise words for impact. If you're just going to read out a written text to the audience, you might as well give them your script right away and call it a day. Talk to your audience or to the computer screen, not to the wall! End your talk by thanking your audience. **Keep eye contact with your audience.**

3. Play in time.

For most presentations your **time is limited**. Therefore, time management is crucial, especially if there are other people who want to give their presentation after you. Going over your time limit either results in using up the others' time as well and thus depriving them of the chance to give a good presentation, or in the tutor's interrupting you before you could come to your conclusion.



4. Even Shakespeare practised his part.

See your instructor during his/her office hours BEFORE you start your presentation. Make sure you know your material well: *You are the expert of your topic!* Practise your presentation before going "on stage". That way you will be calmer and look more confident when it comes to the "real thing". You will know how much time you need and whether you have to shorten your part. You can think of how to express the things you want to say and improve your style. And you can go through the things you have to do while speaking, for example change overhead transparencies or write at the board. In fact, practice in advance is the solution to most of the problems connected with giving a presentation.

5. Structure: too many points just make a heap.

Contextualize information: **Formulate questions, and give the answers.** There are few things more annoying than watching a film that is out of focus. The same goes for presentations. So while collecting material for your presentation, keep asking yourself: "Is this really relevant for my topic?" If we believe that the average audience can only take in a very limited number of points, you'd better stick to the essential ones.

A possible structure might look like this:

Introduction

- Let the audience know who you are and what your topic is.
- Do not just quote your title, but illustrate your objectives.
- Give a brief overview of your structure and tell the audience why you have structured the talk in this way.

Main part

- Detailed discussion of your topic.
- Signposting of main points and important information key theses and debates ("I move on now", "I turn to...", "I elaborate / summarize / recap"); repeat if necessary.
- Keep your material relevant and tailored to your audience's needs.
- Keep your material coherent: separate individual points, but make clear how they are linked.

Conclusion

- Summarise your topic; do not introduce new points
- Link back to your introduction.
- Aim for a powerful ending and formulate questions.
- Invite questions from the audience and be prepared to answer them.



Provide your sources! Do not rely solely on Wikipedia or you'll turn into [Professor Wikipedia](#).

6. Educate and entertain.

What was true for the ancient Romans is also true for us. You might have important things to say, but if you bore your audience to tears, they will find other ways of employment during your presentation. While preparing your presentation, [imagine you yourself had to listen to it](#). Bear that in mind while speaking as well.

7. Include some audience participation time.

Allow some time for [questions and discussion](#) at the end of the presentation or individual parts of it. Try to think of questions that might trigger some participation from the audience. You don't have to know all the answers yourself, mind you.

8. Be prepared; act cool.

Come to class early: If you need special equipment for your presentation, [make sure everything is ready for use before you start](#). This is particularly important for technical equipment such as overhead projectors and computers, but also for the "little things" like chalk that can sabotage even the most fanciful presentation.

[Do not apologize](#) at the beginning of your talk. If you are [more than just one presenter](#): plan the structure of your presentation with your team-mates. Avoid hissed discussions and fist-fights "on stage", even if you encounter problems you did not reckon with. Try to uphold the impression that everything is under control. Don't let on that you're out of your depth, for example by humming while searching for papers or by oopsing and swearing. Remember: There's no business like show business.