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# Presentation guidelines

THESE ARE THE GUIDELINES FOR THE **PROBLEM AND SOLUTION** PRESENTATION

## 1. Topics

You and your group will need to choose a topic; examples include:

- CEDU: “Problems with Teaching Methods and Solutions”
- CHSS: “Problems and solutions for Expensive Marriages”
- CBE: “Lack of Employment in the UAE Marketplace”
- COS: “Global Warming and Solutions for Harmful Human Activities”
- COE: “Problems with Systems in the Oil and Gas Industry”
- CIT: “Misuse of social networking apps/websites by minors”

Alternatively, you may decide to focus on a topic like:

- “Common Problems for Presenters and Solutions for Effective Presentations”
- “Problems with Designing Visuals and Solutions for Effective PowerPoints”

## 2. Procedure

1. Choose your group of 2-3 individuals and a problem/solution topic to research.

Each group member will focus on either a part of the problem or one of the solutions

Brief introductions and summaries are expected

– Teacher may allocate groups

2. Look at appropriate websites and begin collecting and synthesising information.

3. Read and annotate your sources to produce an outline of your presentation.

Remember to paraphrase ideas (slides contain points, not sentences)

4. Prepare a draft presentation (any media format, i.e., paper to PowerPoint itself) – you may want to begin with the PPT notes worksheet or the PPT template.

See “Slide outline sheet” below

PPT template: [aquascript.com/presentation-skills/](http://aquascript.com/presentation-skills/)

5. Refine and revise your presentation and develop it into a program such as PowerPoint. You will need to develop 3-5 slides per student for your presentation.

See: “Formatting guidelines” below

See: “Grading rubric” below, for guidelines including expected time (between 3–5 minutes per student)

### 3. Slide outline sheet

\* You can print this page to help prepare and organise your presentation.

SLIDE NUMBER: .....

#### NOTES

Title:

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Purpose:

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Points to be covered

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SLIDE NUMBER: .....

#### NOTES

Title:

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Purpose:

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Points to be covered

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## 4. Grading rubric

The presentation is graded. The presentation is 10 per cent of your total IAE grade.

Skills	Excellent [5]	Good [4]	Adequate [3]	Weak [2]	Minimal [1]	Missing [0]
<b>Delivery</b>	Competent speaker. Very clear, pleasant to listen to. Confident use of eye contact, gestures. Fluent, very good speed and pacing. Professional tone throughout.	Credible speaker. Clear and quite easy to listen to. May be a bit fast in places. Fairly consistent eye contact and gestures. Tries to maintain professional tone.	Mostly clear. May be a strain to listen to in places. May speak too quickly or monotone. Tries to keep eye contact but may have lapses. May use slang or non- English words on occasion.	May be difficult to understand. Strain to listen to. Attempts non- verbal skills but unable to maintain eye contact. May use slang or non- English words throughout presentation.	Very difficult to understand. Inaudible and loses audience attention. Absence of non- verbal skills. Ignores audience throughout.	Did not speak in English. Unable to understand any of the presentation. Absence of non- verbal skills. Ignores audience throughout.
<b>Slides</b>	Images and slide design have professional look. Bullet points used to support message. No sentences. No spelling or grammatical errors. Followed 5x7 or 6x6 guideline perfectly.	Decent design with appropriate visuals. Bullet points used quite well. May have one or two with too much text. No spelling or grammatical errors.	Fair design. Visuals and content generally appropriate. Bullet points may have a couple of errors (too many words or points). Minor spelling and grammatical errors.	Too many images or text dense. Fails to follow 6x6 guideline. Colours/design flawed and difficult to look at. Many spelling and grammatical errors.	Poor design. Text dense with no bullet points. Possibly copied from another presentation.	Slides are blank or not prepared.
<b>Content</b>	Well chosen, relevant info. Logical structure and organization. Well paraphrased. Very original.	Appropriate info. Logical organization but a few details may be absent or flawed. Shows some originality.	Good info and mostly logical. May lack some details or have too many. Needs some editing.	Info not balanced. Lack of organization a strain to follow. Needs major editing.	Very minimal info. No sense of organization. Needs major editing.	No relevant info. Off topic.
<b>Timing</b>	[3]	Within 3–5 minutes	[2]	Over 5 minutes or less than 3 minutes.	[1]	Less than 2 minutes, but more than 1.