

NITP EXAMINATION BOARD

GENERAL INSTRUCTIONS TO CANDIDATES FOR ORAL PRESENTATIONS

AND

GUIDELINES FOR PREPARATION OF A POWERPOINT PRESENTATION

Candidates are to defend their dissertations orally before the External Examiners in PowerPoint format. Impliedly, projector and screen will be provided by the Examination Board for the presentation of the PowerPoint aspects of the dissertation.

GENERAL INSTRUCTIONS TO STUDENTS FOR ORAL PRESENTATIONS

A. Preparation for your talk:

- Know your topic off hand;
- Be abreast with the background information; and
- Be prepared to answer questions.

B. Organization of visual aids:

Organize your slides with the following in mind:

- Title of the work.
- Brief Introduction and/or Background in the subject area.
- Statement of Problem.
- Goal and Objectives of study/ Research Questions.
- Hypotheses.
- State Sample technique used & the Resulting Sample Size.
- State Results in line with the Study Objectives.
- State Recommendations.
- Conclusions or Summary.

GUIDELINES FOR PREPARATION OF A POWERPOINT PRESENTATION

1. Text

- Make all text as large as possible and using same font style throughout. Exceptions are references or subtitles on graphs or pictures.
 - Font: Arial or Times Roman (> 28 font).
 - Bold: all text.
 - Colors: depends upon background choices.

2. Slides

- Make each of your slides clear and readable.
- Total number of slides should not exceed fifteen (15)
- Refer to your slide information using a laser pointer.
- Hold pointer steady; do not waive it around.
- Answer questions clearly and concisely; if you don't know the answer, say so.
- Time allowed for presentation is 10 minutes.

3. Backgrounds

- Use a simple, pleasing background. Examples:
 - Dark blue grading to light blue; yellow print.
 - Simple repeated graphic on left side; white background and black print.
 - Avoid a background with many lines, many colors, or many shades of one color.
 - **DO NOT USE ANIMATED BACKGROUNDS.**

4. Graphs, diagrams, pictures, etc.

- Make these as large as possible.
- Make any text be as large as possible.

5. Operation of PowerPoint during your talk

- Use the Page Up/Page Down or cursor keys or laser pointer to move between your slides.

6. Other:

- CD re-writable only will be used to copy and upload your presentation (bring this along to the presentation)
- Send a soft copy of the PowerPoint presentation to nitpexams@yahoo.com
- Send the soft copy of the full length dissertation in PDF format to nitpexams@yahoo.com