***Academic Presentation Guidelines***

***Language:***

* The language for presentation should be Formal. Informal expressions should be avoided.
* Usage of easily understandable vocabulary is appreciable.
* If any uncommon technical term is used, brief explanation of the term is appreciable.

***Time Limit:***

* The time limit for each presenter is 3 minutes. The presenters are expected to plan and prepare their presentations to maintain this limit.

***Content:***

* The presentation is expected to be a concise summary of the topic.

***Organization:***

* Appropriate introduction, body and conclusion are expected.
* Logical ordering of ideas and transitions between major points is appreciable.

***Visual Aids:***

* It is preferable to put only the key information in points or phrases on the slides, not each and everything of the presentation in complete sentences.
* Using 2-3 multimedia slides for each minute of presentation is a good idea.

***Delivery Style:***

* Holding attention of audience with the use of direct eye contact and seldom looking at notes or visuals is appreciable.
* Fluctuation in volume and taking pauses in proper places is needed to maintain audience interest and emphasize key points.
* Adequate volume with appropriate pace and proper projection should be there to convey the message to the audience.

***Question-answer Session:***

* After finishing the presentation, the speaker is supposed to invite questions from the audience in a polite manner.
* No questions should be asked by the audience during the presentation, because it can be interrupting for the speaker.
* The audience and the speaker---- both are supposed to maintain a professional attitude during Question-answer session. Aggressive or revengeful attitude is strictly forbidden.

***Outline:***

* The presenters are required to submit an outline as a plan of their presentation. The template of the outline is given here:

***Outline***

***Topic:***

***General Purpose:***

***Specific Purpose:***

***I. Central Idea:***

***II. Main Points:***

1. ***Main Point 1:***
2. ***Support 1:***
3. ***Support 2:***
4. ***Main Point 2:***
5. ***Support 1:***
6. ***Support 2:***

***Conclusion:***