



QUALITY ENHANCEMENT CELL, KHYBER MEDICAL UNIVERSITY



4TH International Conference of PNQAHE and Annual General Meeting

(With the collaboration of Khyber Medical University Peshawar)

“Future-Proofing Quality Assurance in Higher Education.”

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Guidelines for preparation Oral presentation

1) Some Guidelines for Oral Presentations

- a. Unlike a conversation or a written document, a talk is a one-shot attempt to make a point.
- b. It is essential that your talk be well-constructed and tidy.
- c. Present your points in both a logical sequence and unambiguously.
- d. Organize your points from the most to the least important. That way, the audience is more likely to remember the important points later.
- e. Use short sentences with simple constructions. The concept will be made more clear, and the sentence structure is more similar to conversational styles
- f. Don't assume the audience is familiar with basic concepts that form the foundation of your talk. Outline these concepts briefly but clearly early in the talk to avoid confusion.

2) Important Elements of oral presentations

Keeping the following elements in mind as you prepare and practice the presentation:

- a. **Rate:** The optimal rate for a scientific talk is about 100 words per minute. Any faster and the audience can't absorb the additional information. Use pauses, and repeat critical information.
- b. **Opening:** The opening should catch the interest and attention of the audience immediately,
- c. Avoid filler phrases (Thank you for having me . . .) and technical jargon.

- d. **Transitions:** The link between successive elements of the talk should smooth, and logical.
- e. **Conclusion:** Summarize the main concepts you've discussed, and how your work relates to issues you've raised. Aim to help your audience achieve high retention of this final information.
- f. **Length:** *Don't run over!* Ever! Shorten your talk by removing details, concepts, and information, not by eliminating words.
- g. Avoid standing behind a lectern or desk during the presentation. Stand to one side of the projection screen or blackboard, and closer to the audience if possible.
- h. Moderate movement and hand gestures are OK, but avoid pacing and flapping.

3) Preparing Slides

Use the following four principles when preparing your slides:

- a. Make it BIG
- b. Keep it SIMPLE
- c. Make it CLEAR
- d. Be CONSISTENT

If the information in the visual isn't easy to see or read, the audience will be trying to figure it out instead of listening to what you have to say.

Use a good font style, colour and size. As a rule:

- a. Use no more than 6 lines of text per slide.
- b. Use no more than 7 words per line of text.
- c. Avoid using a number of text slides in a row during the presentation.

4) Presentation

- a. Don't read your slides word by word. Most audiences can read more quickly than a speaker can talk, and so are torn between reading ahead and listening.
- b. Remember the two cardinal rules of public speaking:
- c. Never turn your back on the audience.
- d. Always maintain eye contact with your audience.
- e. Be Consistent in Thought, Word, & Deed!
- f. Your goal in all presentations should be to educate and inform your audience. You won't satisfy this goal if you side-track or confuse the audience.
- g. One effective strategy is to begin and end the presentation with an identical pair of visuals, which summarize the main points you hope to convey to the audience.
- h. At the beginning, this summary gives the audience a notion of what to expect, and an idea of your logical outline.

- i. At the end of the presentation, the summary provides a way to recapitulate the main points you've made.
 - j. Don't Switch Formats!
 - k. Once you've selected a general 'look' of the presentation by deciding on the colour scheme, fonts, etc., stick to it!
 - l. Change distracts an audience; your audience will pay more attention to a change in background colour than what you will be saying.
 - m. In general, you should use one visual to present one (and only one) concept.
 - n. More complex concepts may be introduced using a stepwise approach.
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