# **Presentation Guidelines**

This is what the specification says:

**“The presentation**

The findings should be presented to an audience. This should summarise what the dissertation is about, what was done, the findings and conclusions that can be drawn from it. It must be appropriate to the selected audience, in terms of length, language used, and also any handouts and ICT used.

The presentation must demonstrate the use of appropriate communication skills and the learner should be able to respond to questioning from the audience in a capable manner.

Summary of evidence required from learner:-

The presentation and any supporting material.”

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* The presentation should include a brief overview of the project (start with the title). It should also have some element of evaluation in it – what has been learnt from doing it.
* There is a PowerPoint called “Model Bland and non-specific EPQ PRESENTATION with some ideas of things that could be included in a presentation.  It is much too long but contains things that have been included in the past - it's just ideas for selection/inspiration.
* The slides should not be full of text or cluttered (you lose marks).   "Less is more".

Too much text means:

* you are not necessary (all the information is there)
* your audience is reading the slides and not listening to you
* it makes it obvious if you miss bits out or say things in a different order.

Key headings are all that is required. Some of the slide headings in the selection of ideas could be prompts on one slide for things you are going to talk about, for instance.

* Your slides should be reasonably attractive for your audience to look at - they can include pictures, (reference them). Do not just have black text on a white background.
* In the PowerPoint called “Example slides” there are some slides taken from past presentations with a commentary on them. There is no significance to the distribution of headings, they are just slides enabling particular points to be made.
* You should aim to talk for 7-10 minutes. It is very important that you practise your presentation. If you do not (as some people fail to do) then you will come across badly and probably just ramble on for about 20 minutes, which is too long.

Practise, practise, practise until it feels natural, and it is the right length.