SENIOR PROJECT PRESENTATION

- **Presentation**

The presentation will be judged by at least two community volunteers. It is important to tie the research paper and field experience together into a meaningful way during your presentation. Be sure to explain and make the connections carefully so the judges understand how it all fits together.

Note cards can be used but the oral presentation must be practiced to be effective. Memorization of what you want to say is recommended.

You will turn in your Portfolio for review by the judges before you give your presentation.

You must begin your presentation with an introduction of yourself.

It is required that you wear dress clothes and follow the dress code for LHS. You can dress in a uniform or outfit that is appropriate for your topic; if you do so, you must make it clear to the judges why what you are wearing is important when you introduce yourself.

- **Practice**

Practice your speech with your audiovisuals as many times as possible so there will be no surprises at the final presentation.

You must practice your speech in front of your advisor and students for your practice presentation. If you are not ready to go on practice presentation day, you should set up a time with your advisor to give a practice presentation to make sure everything works and you are within the time limit.

You can arrange as many practice sessions as you want on your own.

- **Time restriction**

You have eight to ten minutes to present your project. As a **minimum** you should allot approximately
1 minute to do a creative introduction,
1.5 minute to explain your research
2 minutes to describe working with your mentor
2 minutes to describe your product
1.5 minutes to what you learned from this process.

Remember that you should be finished speaking at the ten minute mark. The judges' questions do not count in your presentation time.

The timer will alert as you approach the ten minute mark.

PROJECT POWERPOINT GUIDELINES

Use the following guidelines to create stylish and effective PowerPoint Slide Shows:

- **Engaging Your Audience**

The first slide should support your creative introduction of yourself and should include the title of your project

No more than six bulleted items per slide

No more than six words per bullet

Take out sentences and replace with key phrases

Eliminate punctuation at the end of sentences/phrases

Begin each bulleted item with a similar part of speech (active verbs are an excellent choice)

Elaborate designs will destroy the impact of the message

- **Maintaining Consistency**

Create a style or look for your entire presentation

Use the same fonts, colors, and graphic styles for continuity and flow

Use a consistent style for your bulleted items

Use the same part of speech for each bulleted item

- **Using Fonts**

Use a font style that is easy to read

Minimum size for fonts for bulleted items is 24 point

Choose a maximum of two fonts for your presentation

Carefully select standards for titles, subtitles, copy, footnotes, etc.

- **Selecting Colors**

Select colors that match or compliment your project

Charts and graphs should stand out, but not like a sore thumb

There must be contrast between the words and the background (avoid white lettering on dark colors)

- **Using Graphics, Photos and Video**

Save photos in JPEG format

Save all photos/graphics in a folder along with your PowerPoint

Use a limited number of photos/graphics to minimize long delays in opening and running your PowerPoint

Use can incorporate videos into your PowerPoint, but keep them short and no more than 45 seconds of total video run time

As you edit, save the PowerPoint often

When all edits are made save as Power Point Show so it will open in Slide Show view.

- **Transitioning Within Slides and Between Them**

Use natural transitions to assist the audience in content focus

The easiest transitions are when text drops down from above or appears coming in from the left

Using the same transition consistently helps the audience focus on the content

Select a different transition when it will enhance a particular slide topic

Every slide does not need special effects even though they are fun to do

- **Running Spell Check**

Be sure to run spell check prior to your presentation

Do not rely on spell check alone

Use the thesaurus to add variety