



Presentation Guidelines Animal Nutrition Group

July 2017

Be very aware that people in the audience spend their precious time listening to you. Asking questions and providing honest feedback is a sign of interest and helps you to develop. Invest time in increasing the quality of your presentation and be open for feedback.

1. Content

- Information presented must be clear, well-structured and at MSc level targeting an audience with general knowledge in animal nutrition.
- You should speak clearly. It will be assumed that you have a reasonable command of the English language. If necessary, check beforehand for specific phrases in English.
- Take your time in answering questions during the discussion. Let the audience know that this question have made a valuable contribution to your work.
- Try to prepare for the discussion beforehand with your supervisor. It is quite tedious if all questions have to be passed on to the supervisor all the time.

2. Quality of the Visual Aids

- We assume you will be using MS PowerPoint for your presentation.
- The PowerPoint sheets should be used judiciously. Bear in mind that you should have no more than 10 for a 15 minute presentation.
- Do not write too much text on one sheet and keep abbreviations to a minimum. Put information in note form, and make sure that you use a large font. A rule of thumb is max 7 words per line, max 7 lines per sheet.
- Your sheets should look "professional". With the software packages available today, there is no excuse for shoddy work.

3. Use of Time

- A problem of many presentations is time. Practice your presentation beforehand and time yourself so that you will stay within the allocated time available. Realise that your audience has reserved exactly half an hour for your presentation and discussion, and may have other appointments afterwards.
- If necessary, the chairperson may have to interrupt your presentation if it looks as though it will go overtime, and this does not leave a good impression with the audience.
- Make sure that you are present in the appropriate room on time. It should not be your fault that the presentation starts later than planned.

Good luck!!!