

TIPS FOR PRESENTATION

(BEng. Mechanical/Manufacturing Engineering & BSc. Production and Operations Management)

1. You will have as last time 10 minutes for presentation and 5 minutes for Q&A. Therefore, prepare accordingly.
2. This is a presentation. Not a reading contest. You would simply comment on the slides and highlight relevant points.
3. Speak clearly and make sure that your audience listens to what you are saying.
4. Make sure that the slides can be easily read even by people at the end of the room.
5. Please save your file on the laptop available and ensure that you can open it. Check that before the beginning of the session.
6. When answering questions, do not beat around the bush. Address the issue raised. If you do not understand a question, politely request that it be repeated or clarified.
7. For poster presentation, please do fix your displays before 9.30am. You should bring all required materials e.g glue, tape, pins, etc.
8. As per the guidelines for posters, please make sure that your poster can be easily read.
9. Ensure that your name and that of your supervisor as well as your programme title appear on the poster.
10. Please liaise with your supervisor to ensure that you will be around when he visits the display.