

Student Preparation for Project Presentation

Read the following VERY CAREFULLY!

You have to prepare a talk about your project – not just about your final ‘product’ but about the **whole process from beginning to end.** You will be presenting to your supervisor and the rest of your project group.

- A **PowerPoint or Keynote** with about 5-6 slides will help you get your main points across. (However - You do not have to do a powerpoint if you think it is not appropriate)

- You will need to have ready your **PowerPoint on a memory stick, your folder and your finished project, including any artefacts e.g. scrap book, models, photographs etc.**

- Any handouts or questions you wish to give to the audience.

- After your presentation you will be asked some questions.



Your presentation should contain the following sections:

1. Talk about how and why you chose the project you did.
2. Talk about how you planned to carry out your project and whether you had to make changes to your plan. Explain any changes you made and why these changes were necessary.
3. **NOW SHOW ELEMENTS OF YOUR ACTUAL PROJECT** – this could be your finished artefact, or a precise of a report, or part of a powerpoint etc. **DISCUSS which your supervisor** the best way to present your project
3. Talk about things that went well – what you enjoyed the most etc.
4. Talk about any problems or difficulties you had e.g. Did you have enough time? Did you do enough work at home? What would you do differently next time?
5. Talk about the skills you used and developed whilst carrying out your project.
6. Talk about your sources – which were the best ones and why
7. Talk about what you have learnt!



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The people listening and marking your presentation will be looking for the following things :

- **Quality of information** – how good your research was and how well you used the information you found. Your references and bibliography.
- **Time planning** – how well you used your time in school and at home between lessons – how you kept a note of everything you did.
- **Use of visual material** – your PowerPoint used during your presentation + any other things you brought along to show like scrap book and artifacts. Any handouts you gave out.
- **Interest value** – how interesting your project and your talk is – BE ENTHUSIASTIC !
- **Ability to talk to the audience** – make sure you look at your listeners and talk to them – don't mumble and turn away.
- **Confidence** – even if you are shaking inside and really nervous be proud of what you have done and make it sound interesting. Make positive not negative comments.
- **General clarity** – speak clearly and slowly – explain any difficult words – don't rush and mumble.
- **Evidence of good preparation** – have your PowerPoint ready on a memory stick. You should have some brief notes to help you remember what you are going to say.
- **Answering questions** – listen carefully to the questions and answer clearly. If you do not understand the question ask them to explain.

GOOD LUCK!!