

PRESENTATION GUIDELINES

Presentation Scheduling

Action

1. Submit Presentation Topic Choices
2. Check Presentation Schedule
(please note presentation & question order)
3. Show your printed outline
(in class/by email)
4. Submit completed slides
5. Check email for any changes required
6. Make any changes required
7. Re-check your teacher's response
8. Practice your timing (7 – 15 minutes)
9. Bring your USB/PC to class
10. Make eye-contact, keep good body posture, clearly speak with enough volume & try to answer all questions

Time

- Next Lesson
The following lesson
1 week before presentation date
72 hours before presentation
The next 24 hours
Within 48 hours
The next 48 hours
The day before your presentation
The day of the presentation
During your presentation

Presentation Content

Required Slides

1. Title Slide (including your name & presentation title)
2. Outline - table of topics/contents

(2nd slide, with at least 4 topics)
3. References Slide – last slide
(list all sources of information)
4. Minimum of 7+ slides
5. Use a variety of different types of slides (for example, photo, map, illustration, chart, graph, table of data, flow chart, diagram, etc.)

Slide Guidelines

- a) A title at the top of each slide
- b) No full sentences written on slides
- c) Easy to read font type/size, plain background, not a photo/pattern
- d) Contrast colours on charts/graphs
- e) Label/title (not we blink) above or below every image/photo
- f) No Nihongo – only English
- g) Every slide needs data – you can't fill a slide with only a photo

Students who fail to follow these guidelines, or are late submitting either an outline or the finished slides, will be required to complete an extra assignment & may not be allowed to make a presentation and thus receive no credit.