

## **Suggestions for Group Presentations**

In your final Lab period, you will be presenting your research to your peers. Here are a few things to keep in mind:

### **Grading:**

Each student in your group is expected to contribute during the presentation.

Each student in the audience will fill out a comment sheet for each presentation. These sheets will be reviewed by Instructor and T.A. Your comments will be factored into:

- 1) The grade of the presenting group
- 2) Your participation grade.

The titles of the talks are posted on the class page under the PROJECTS tab. You should be prepared to ask questions to the presenters. Each student is expected to ask at least one insightful question of one of the presentations. The quality of the questions you ask will also go to towards your participation grade. We will provide forms like this for you to use at the Lab.

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**Reporter's Name (that's you):** \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

**Presenters:** \_\_\_\_\_

**1. What is the question being addressed in this presentation?**

**2. What is this group's answer or conclusion?**

**3. What points about the presentation are still unclear to you?**

**4. What question would you like to ask this group?**

**5. (Now go ahead and ask it ☺)**

### **Your Presentation:**

- **Organize** your Presentation:
  - o State your topic and the main points
  - o Provide background and context
  - o Provide evidence for your main points
  - o Conclude by emphasizing your main pointsKeep the old saying in mind  
“First, tell them what you’re going to tell them, then tell them, and finally tell them what you told them.”
- **Keep time** in mind. Plan to complete your presentation in 10 minutes. A good rule of thumb is to take about 1 minute per slide. We will allow a few minutes for audience questions after your 10-minute presentation.
- **Be Visual!** Illustrate your points with diagrams or figures rather than with lots of writing.
- **Limit the text** on your slides. Don’t write out everything you are going to say. Just put key points on the slides.
- **Practice! Practice! Practice!** Give your presentation to friends at least once before giving it for real. Speaking it out loud will highlight areas of the talk that do not flow well.

### **Example:**

I have attached a presentation given at the Northwest Glaciologists Conference in fall 2008 by T.J. a former T.A. in this class. T.J. says that it could be improved, but I hope it will help to illustrate a few points. Don’t worry if you can’t understand it (it’s hard without hearing the speaker’s commentary).

- 1) Cheap humor (slide 1)
- 2) Limited text. When it does have lots of text on a slide, it gets boring (slide 4)
- 3) It illustrates concepts with diagrams and pictures (slides 7 and 8).
- 4) There are lots of visuals, both graphs and pictures.
- 5) The organization is: title, background, motivation, new work (the bulk of the presentation), conclusions

This presentation was targeted for 12 minutes, had 15 slides, and finished right on time (T.J. had practiced).