

Guidelines for Oral Reports

Chemical Engineering 4903 and 4905

Projects Laboratory I and II

University of Utah

- 1) General Principles
 - a) Start with clearly stated objectives.
 - b) Adapt your talk to the audience.
 - c) Keep your presentation and its delivery simple.
 - d) Start by telling your audience what you are going to tell them, then tell them, then tell them what you told them.
- 2) Additional Guidelines and Suggestions
 - a) Basic outline for a technical talk.
 - i) Title chart - authors, affiliations, acknowledgments
 - ii) Outline of presentation. Let audience know what's coming
 - iii) Clear statement of objectives
 - iv) Introduction and background
 - v) Theory
 - vi) Apparatus and procedures
 - vii) Results and discussion
 - viii) Conclusions and recommendations
 - b) Practice. Practice with someone if you can. If you are giving a group presentation, practicing with your team is essential.
 - c) Make sure the projection equipment is working before your session starts.
 - d) Decide where you are going to stand.
 - e) Don't apologize for mistakes or shortcomings in your presentation.
 - f) Make frequent eye contact with audience.
 - g) Use large font sizes. This is particularly important for axis labels on plots and in schematics.
 - h) Humor can help you and your audience relax but too much will detract from the professionalism of your presentation.
 - i) It can be helpful to prepare extra charts that cover key points that you can't cover in your main presentation. These may be useful in answering questions during the discussion period.
 - j) Avoid pacing or other distracting movements.

- k) If you can, relax and have fun. This will be easier if you really know your talk and if you've thought about what you want to say about each chart.
- l) In practicing, it is helpful to think of the presentation as telling a story through which you lead your audience.
- m) Avoid reading your charts. The audience is capable of doing so. Talk around what you've written and emphasize what is most important.
- n) Always check your spelling.
- o) As a rough guideline, figure at least 1 minute per chart.