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.