Proposal Tips

A strong proposal typically includes the following elements:

1) a statement of the overall purpose of the presentation;

2) a succinct description of the method and/or analytical framework;

3) a summary of the key arguments and/or findings (or expected findings); and

4) a brief discussion of the implication or significance of the work to be presented.

Presentation Tips

Each presentation (unless otherwise noted) will be 20 minutes, followed by a 10-minute period for questions and discussion.

As you plan your presentation, keep in mind that 20 minutes is just enough time to present two or three major points with one or two examples each.

If you are planning to report on a large project, such as your dissertation research, consider focusing on one or two most important or interesting parts of the study.

If you plan to prepare a script, keep it under 8 double-spaced pages. Scripts should be written to be read aloud with explicit transitions and relatively short sentences.

However, presentations are often more effective if the presenter speaks from an outline or notes rather than reading the script.

If you feel you have more details than you can present in 20 minutes, consider providing some of the details on a handout.

Details of the method, intricate tables and figures, and long quotes are often more effectively presented as handouts rather than on the screen.

If you plan to use Power Point or overhead transparencies, use a font larger than 18 point Times New Roman. Light-colored fonts on dark background is easier to read on the screen than black text on white background.

Unless you are an experienced presenter who has developed a good sense of time, practice and time your presentation beforehand. During an oral presentation, time goes much faster than most presenters realize.

Always have a backup plan for your presentation. For example, if Power Point does not work for some reason, have transparencies or handouts you can speak from.

(quoted from website symposium on Second Language Writing)

http://sslw.jslw.org/2007/cfp.html (October 22, 2006)