

Session – 18
Orientation Workshop for the Fresh Faculty Members

Things to consider while preparing .pptx



Md Abu Reza, PhD
 Professor
 Dept of Genetic Engg. & Biotech.
 University of Rajshahi



Institutional Quality Assurance Cell
 University of Rajshahi
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Tips to be covered

- ☐ Outlines
- ☐ Different sections of a presentation
- ☐ Slide Structure
- ☐ Fonts
- ☐ Colour
- ☐ Background
- ☐ Graphs
- ☐ Spelling and Grammar
- ☐ Conclusions
- ☐ Questions

Outline

- ☐ Make your 1st or 2nd slide an outline of your presentation
 - ☐ Ex: previous slide
- ☐ Follow the order of your outline for the rest of the presentation
- ☐ Only place main points on the outline slide
 - ☐ Ex: Use the titles of each slide as main points

Sections of a research presentation

- ☐ Title Slide
- ☐ Outline of presentation
- ☐ Introduction
- ☐ Background
- ☐ Objectives/Rationale of the project
- ☐ What will you achieve through the project
- ☐ Results
- ☐ Analysis of the data
- ☐ Discussion
- ☐ Conclusion
- ☐ Acknowledgement
- ☐ Thanks

Title slide

- ☐ Title
- ☐ Your name
- ☐ Supervisor
- ☐ Date and venue of presentation
- ☐ Make it neat, do not overcrowded
- ☐ Can use picture
- ☐ Read only the title

Objectives/rationale of the project

- ☐ Most important slides
- ☐ Give audience a clear picture **what** you want to do and **why** ?
- ☐ Is your work novel ?
- ☐ Are you adding any new information in science or your work is just a repetition ?

Materials and Methods

- ☐ Do you need for presentation ?
- ☐ Timing

Results

- ☐ Avoid Tables
- ☐ Just show the key result and discuss
- ☐ If you have to use a table Highlight the Key result

Table 1.....

No. of observation	No. of egg laid		No. of good egg		No of bad egg		% of bad egg		% of EPS
	Control	Treated	Control	Treated	Control	Treated	Control	Treated	
1	2750	2650	2395	1995	355	655	12.91	24.72	13.56
2	2710	2575	2395	1974	315	601	11.62	23.34	13.26
3	2735	2610	2420	1976	315	634	11.52	24.29	14.44
4	2695	2618	2378	1970	317	648	11.76	24.75	14.72
5	2705	2592	2369	1924	336	668	12.42	25.77	15.24
6	2690	2638	2352	1950	338	688	12.57	26.08	15.46
7	2720	2662	2410	2005	310	657	11.40	24.68	14.99
8	2637	2597	2325	1982	312	615	11.83	23.68	13.44
9	2718	2640	2370	1965	348	675	12.80	25.57	14.64
10	2702	2620	2384	1970	318	650	11.77	24.81	14.78
MEAN	2706.20	2620.20	2379.80	1971.10	326.40	649.10	12.06	24.77	14.45
SD	30.35	27.55	27.89	22.55	16.35	26.55	0.56	0.87	0.77
SE	9.60	8.71	8.82	7.13	5.17	8.40	0.18	0.28	0.24

Analysis of data

- ☐ Avoid difficult equation

Discussion

- ☐ Discuss your key results
- ☐ Discuss how important is your result
- ☐ Emphasize the good sides of your result

Conclusion

- ☐ Use an effective and strong closing
 - Your audience is likely to remember your last words
- ☐ Use a conclusion slide to:
 - Summarize the main points of your presentation
 - Suggest future avenues of research

Acknowledgement and Thanks

Make better slides

Slide Structure – Good

- ❑ Use 1-2 slides per minute of your presentation
- ❑ Write in point form, not complete sentences
- ❑ Include 4-5 points per slide
- ❑ Avoid wordiness: use key words and phrases only

Slide Structure - Bad

- ❑ This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

Slide Structure – Good

- ❑ Show one point at a time:
 - Will help audience concentrate on what you are saying
 - Will prevent audience from reading ahead
 - Will help you keep your presentation focused

Slide Structure - Bad

- ❑ Do not use distracting animation
- ❑ Do not go overboard with the animation
- ❑ Be consistent with the animation that you use

Fonts - Good

- ❑ Use at least an 18-point font
- ❑ Use different size fonts for main points and secondary points
 - this font is 24-point, the main point font is 28-point, and the title font is 36-point
- ❑ Use a standard font – Use fonts that has uneven structure

Example of Some Fonts

- Times New Roman
- Arial
- Comic Sans MS
- Verdana
- Tahoma

Fonts - Bad

- ☐ If you use a small font, your audience won't be able to read what you have written
- ☐ CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ
- ☐ Don't use a complicated font (Impact)

Colour - Good

- ☐ Use a colour of font that contrasts sharply with the background
 - Ex: blue font on white background
- ☐ Use colour to reinforce the logic of your structure
 - Ex: light blue title and dark blue text
- ☐ Use colour to emphasize a point
 - But only use this occasionally

Colour - Bad

- ☐ Using a font colour that does not contrast with the background colour is hard to read
- ☐ Using colour for decoration is distracting and annoying
- ☐ Using a different colour for each point is unnecessary
 - Using a different colour for secondary points is also unnecessary
- ☐ Trying to be too much creative can also be bad

Background - Good

- ☐ Use backgrounds such as this one that are attractive but simple
- ☐ Use backgrounds which are light
- ☐ Use the same background consistently throughout your presentation
- ☐ You can simply Dark Blue or White Background

Background - Bad

- ☐ Avoid backgrounds that are distracting or difficult to read from
- ☐ Always be consistent with the background that you use



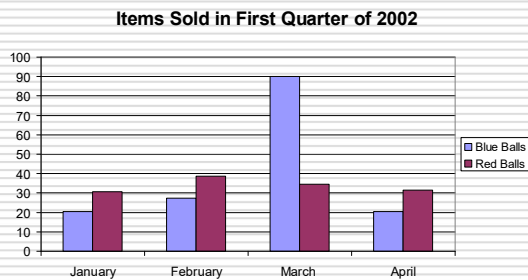
Graphs - Good

- ❑ Use graphs rather than just charts and words
 - Data in graphs is easier to comprehend & retain than is raw data
 - Trends are easier to visualize in graph form
- ❑ Always title your graphs

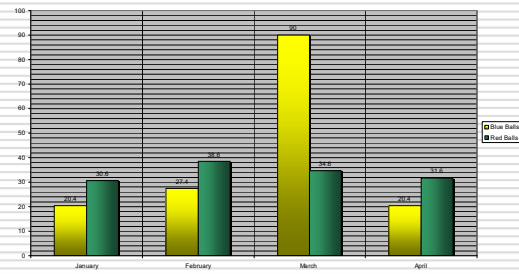
Graphs - Bad

	January	February	March	April
Blue Balls	20.4	27.4	90	20.4
Red Balls	30.6	38.6	34.6	31.6

Graphs - Good



Graphs - Bad



Graphs - Bad

- ❑ Minor gridlines are unnecessary
- ❑ Font is too small
- ❑ Colours are illogical
- ❑ Title is missing
- ❑ Shading is distracting

Spelling and Grammar

- ❑ Proof your slides for:
 - spelling mistakes
 - the use of of repeated words
 - grammatical errors you might have make
- ❑ English is not your first language, please have someone else check your presentation!

