LSMU MA METHODOLOGICAL RECOMMENDATIONS OF THE FACULTY OF ODONTOLOGY FOR PREPARATION, PRESENTATION AND EVALUATION OF STUDENT PRESENTATIONS

The purpose of the presentation is to illustrate the verbal message with laconic textual and visual information. The aim of this task is to develop students' ability to gather information on a chosen topic, analyse it, systematise and summarise it.

PURPOSE OF THE PRESENTATION:

1. to show the general level of the student's theoretical knowledge, meaning, subject erudition;

2. to show the ability to delve into the topic in theoretical terms, meaning, theoretical preparation;

SUBJECT OF THE PRESENTATION

The lecturer assigns the topic of the presentation, and students can suggest the wording of the topic themselves, but must agree with the lecturer and get their approval.

RECOMMENDATIONS FOR THE PRESENTATION

It is recommended to prepare the presentation using computer software (i.e. *Power Point*) or an online programme (i.e. *Prezi*).

There must be a clear structure (title slide, content, introduction, presentation, conclusions). The introduction indicates the purpose and objectives of the presentation. It is necessary to compile a list of literature used.

The first presentation slide is the title. It must specify:

- the title of the presentation;
- the presenter's name, surname;
- name of the educational institution, faculty, and group.

Slides should be neat, numbered, without any unnecessary illustrations. The university or faculty's coat of arms should not be placed on every slide.

TEXT AND ILLUSTRATIONS IN SLIDES

- One slide should convey one main thought or idea.
- The background of the slides should be barely noticeable and uniform.
- A sharp contrast between the background and the text is required.

- The font style must be such that the audience can read the text at a distance. Choosing the right font style, such as *Times New Roman* or *Arial*, will make it easier to convey what you want to say.
- The text on the slides must be at least 24 in size; the names must use larger fonts (size 30).
- Capitalisation of text should be avoided as its reading time 30% is slower than lower case.
- To emphasise the importance of a particular word (text), it is boldened, italicised, or highlighted in another colour.
- Unclear abbreviations should be avoided.
- One of the most important things in a presentation is the conciseness of the text and aesthetic layout. The text on the slides must be worded concisely and clearly.
- Continuous, unstructured text on slides should be avoided (Ill.14).
- It is more interesting for the listener to study diagrams, pictures, graphs, charts, than to read a never-ending text.
- The graphs and charts used must be very clear and the tables must not be overloaded with data.
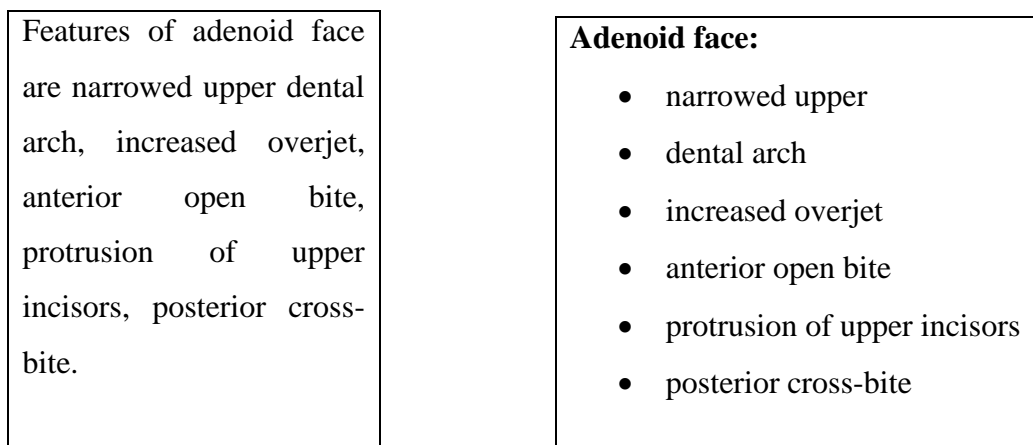
<table>
<tr>
<td>

Features of adenoid face are narrowed upper dental arch, increased overjet, anterior open bite, protrusion of upper incisors, posterior cross-bite.

</td>
<td>

Adenoid face:
- narrowed upper
- dental arch
- increased overjet
- anterior open bite
- protrusion of upper incisors
- posterior cross-bite

</td>
</tr>
</table>

Fig. 1 a. on the left – the text on the slide is misaligned; b. on the right – the text on the slide is arranged correctly.

VERBAL REPORT

- The report takes 10 minutes (during this time, the visual material prepared by the student is demonstrated and discussed). Another 10 minutes are dedicated to answering questions, comments and / or observations.

- If the presenter and the title of the report are presented before the report, they do not need to be repeated. Saying hello is enough.

- The text does not need to be read; 15-20 sec per slide.10 min means the presentation consists of 10 to 12 slides.

- Conclusions do not need to be read literally; it is recommended to summarise the conclusions in your own words.

PRESENTATION ASSESSMENT FORM

Assessment:
....

Assessing lecturer:
....
(academic title, name and surname)
Assessing student:
....
(course, group, name and surname)

Date of assessment: ....

Assessment criteria for verbal presentation	Lecturer's assessment grades	Student's assessment grades
Quality of verbal presentation (fluent language and ability to explain the content of slides in one's own words, absence of grammatical and stylistic errors)	1	1
Quality of presentation design (slide information, visual materials: illustrations, drawings, tables, etc.; correctly selected cited literature sources)	1	1
Presentation content (proper understanding of the work, organisation of the presentation structure, maintenance of the logical sequence)	2	1
Student's ability to answer questions (appropriate and free discussion on the topic of the work, answers to additional questions)	2	-
Compliance with the time regulation (delivery time 10 minutes)	1	-
Total	7	3

Assessment: lecturer's assessment grades + average assessment grades of students who participated in the presentation