

## **METHODOLOGICAL RECOMMENDATIONS OF LSMU VA VETERINARY FACULTY FOR PREPARATION, ORAL PRESENTATION AND EVALUATION OF STUDENTS' PRESENTATIONS**

**These recommendations apply to the preparation, oral presentation and evaluation of student presentations. When preparing final theses submissions, it is necessary to follow the special requirements specified in the procedures.**

### **THE PURPOSE OF A PRESENTATION**

The purpose of the presentation (set of slides, presentation) is to illustrate the oral message (presentation) with laconic textual and visual information. By assigning this task, it is aimed to develop students' abilities to collect information on the chosen topic, analyze, systematize it and present it in a summarized way.

### **THE STRUCTURE OF A PRESENTATION**

The structure of a presentation must be clear and consistent. The recommended parts are: the title slide, introduction, teaching, conclusions, bibliography (teachers can specify a different structure).

**The title slide** must contain: the name of the educational institution, the title of the report, the student's name, study program, group.

**The introduction** must include the relevance of the topic, the aim and the objectives of the report.

**The teaching part** must contain the main information related to the topic. The text can be supplemented with pictures, tables, diagrams, photos, videos and other visual information.

**Conclusions** must be presented for each of the tasks.

**The list of references** must be given on the last slide.

### **TEXT AND ILLUSTRATIONS ON SLIDES**

It is recommended to prepare the presentation using the Power Point (Prezi or other) program and following the valid presentation template prepared by LSMU.

The slides must be numbered (except for the title), attractive, interesting, visual, easy to understand.

The same font must be used on all slides. Avoid typing text in capital letters, as they take 30% of the time to read longer than the lowercase ones.

The text must be clear, short, without grammatical errors. Avoid cohesive text, rather present theses, most important statements, basic information. Other information must be provided verbally.

Background and text colors should be contrasting.

Pictures, diagrams, tables, photos must be numbered, with titles; photos - of appropriate resolution, tables - not overloaded with data. Avoid illustrations with watermarks.

Do not use many different colors. Use the same colors for the same indicators in the figures.

Use animation effects sparingly. Don't use effects if not necessary. They often distract the attention of the listeners and hinder the understanding of information.

Vivacious illustrations (if there are not too many of them) enliven the presentation, raise the mood, and activate attention.

#### **An example of a well-prepared presentation:**

- Individual statements are presented in separate paragraphs
- Not much text, large font
- Colors are combined but contrasting
- All slides are designed in the same way, they do not differ in background or letter sizes
- Most of the information is presented in tables and figures
- Almost no sound effects, moderate animation.

#### **ORAL PRESENTATION**

The speaker must be well versed in the topic and ready to answer questions from the audience.

The presentation must be addressed to the audience, eye contact should be maintained, and the text should be reinforced with non-verbal communication (voice intonations, gesturing).

The pronunciation of the speaker must be clear and understandable, speaking neither too fast nor too slow, the appropriate sound.

When presenting it is recommended to change the intonation of the text, to speak lively and cheerfully.

It is necessary to follow to the specified duration of the presentation.

The entire text from the slides should not be read directly during the presentation. The speaker must provide more information orally than what is presented on the slides.

When presenting pictures, tables or diagrams, it is necessary to briefly introduce what is depicted in them, what data are presented, what are the most important indicators and results.

Humorous interjections, rhetorical questions enliven the message, attract the attention of the listeners, but should not be overused.

**RECOMMENDED FORM OF PRESENTATION ASSESSMENT**

<b>ASSESSMENT CRITERIA</b>	<b>Intermediate assessment, grade (0-10.0)</b>	<b>Recalculation coefficient</b>	<b>Recalculated assessment, grade (0-10.00)</b>
<b>Quality of presentation design</b> (visuality of text, quality and informativeness of illustrations, animations)		0.2	
<b>Quality of oral presentation</b> (fluency of speech, ability to explain the content of the slides in own words, errors in grammar, style, time limit)		0.2	
<b>Content of the presentation</b> (correspondence and justification of the topic, understanding of the topic, correctness and importance of the information presented, concentration of the conclusions, significance of the references used, maintaining the structure and logical sequence of the presentation)		0.5	
<b>The student's ability to answer questions</b> (appropriate and free discussion on the topic of the presentation, answers to additional questions)		0.1	
<b>Fanal evaluation, grade (0.00-10.00)</b>			