

Giving presentations and preparing handouts

Here is some useful advice.

References and Citation

It is important that you correctly reference and cite all sources of information used in a piece of work. If you do not you will lose marks. Text books and journals are the preferred sources of information, since they are edited and reviewed prior to publication. Web sites, although useful, should be treated with caution since they do not necessarily go through the same review process. Reports or presentations based solely on web material will be marked down. References should appear as a **single list, in alphabetical order**, irrespective of the type of source from which they were derived, at the end of the report. References should be cited as follows:

Journal Articles:

Author (s). (date) Title of paper. *Journal Title*. **Volume Number**, Page numbers.

Haile, S.M., Ellwood, N., Henderson, A. (1999) Effects of acidification on groundwater quality. *Nature* **455**, 1-12.

Books:

Author (s). (date). *Book title* Edition Number, Publisher, Place of publication, Page numbers.

Harry, D.W. & Potter, L.M., (1996) *Magic* !st edition, D.W. Atkins Publishers, London, England. pp 14-30.

Chapters in Books with Editors:

Author (s). (date). Chapter title. In *Book title* Edited by, Publisher, Place of publication, Page numbers.

Day, F (1998) Setting Management standards. In *EMS systems in* Edited by J Boggs. Academic Press, London, England. pp 2-8

Material available on the World Wide Web:

Author (s). (date accessed). Document title [WWW Document] http address in full

Haile, M. (17. 7. 2001) Life Cycle Analysis [WWW Document]. URL <http://www.ncl.ac.ukchempe.htm>

Note.

- a The author's surname only is used when citing.
- b The term ' first author's surname' *et al.* is used for citing articles with three or more authors
- c For any source, which does not supply the author's name, use the term Anon., in place of the author's surname, when citing and referencing that work.
- d If the citation of two different references is identical, the date used in the citation and reference should be followed by a letter, which allows the two be distinguished (eg. Smith (1997a) and Smith (1997b).

Illustrative material

The purpose of this material is to convey information more clearly and concisely than can be written.

Do not include anything that is unnecessary.

All tables, charts, graphs, maps and diagrams should be made simple and as clear as possible. Too much detail will make them difficult to understand.

Plagiarism

Plagiarism means passing off someone else's writing or thoughts as your own. It is unacceptable to copy from a source without acknowledging that source. This includes paraphrasing (re-expressing in your own words) as well as direct quotations. Remember most supervisors will be able to spot cases of plagiarism as they will be familiar with the sources you are likely to use (particularly previous project reports!). Extreme forms of plagiarism such as copying another student's work or large sections from a book are cheating and can have very serious consequences for you.

- Clearly identify the beginning and end of paraphrasing
- If you copy a piece exactly put it in quotation marks.
- Note the source

Oral Presentations

As part of the course, you will be asked to give oral presentations, either individually or as part of a group. You will be marked on the content of the presentation, the style of delivery and the use, content and quality of your visual aids. Here is some advice.

It is important to spend time preparing your oral presentation. The presentation should have:

- Introduction: your name, the title of the presentation.
- The objectives. This should set out a clear framework for what is to follow.
- Main points.
- Conclusion: A clear conclusion which should summarise the main points and key arguments.

Slides/OHPs

- Include a title slide/OHT (*name, project title*).
- Images should be bold, simple and concise.
- Information should be easily understandable.
- Words/numbers/diagrams should be large enough to be seen at the back of the room, Check!
- Check slides/overheads for chemical, grammatical and spelling errors.
- Type face should be clear and simple. Use lower case rather than upper case.

Presentation

- Practice the entire presentation (out loud using visuals). Check the timing.
- Before presentation check OHP/power point projector is working. If using power point a Floppy disk of the presentation must be given to the module leader well day before so it can be loaded into the computer to be used.
- Make sure the power cable is safely positioned.
- Focus the projector with a slide before commencing.
- Arrange your materials so they are close at hand and in the right sequence.
- Position the slide correctly before switching on the OHP.
- Do not stand in front of the screen
- Do not talk too quickly.
- Do not read from a sheet, use numbered cue cards if necessary.
- Try to introduce a little humour

Remember to breathe and smile!