Chemistry / Physics & Astronomy / Mathematics & Statistics
Co-op—Oral Presentation Guidelines

After your work term, you’ll sign up for your 7-minute oral presentation
(dates will be announced each term).

A) WHAT TO INCLUDE IN YOUR ORAL PRESENTATION

- Background of the organization you worked for, its location and a brief description of its overall mandate.
- Introduction to your specific projects, goals and rationale.
- Description of your methods and results (this should be the main body of your talk—about 7 minutes—and you can use visual aids to emphasize your points).
- Project conclusions and description of further work that is needed.
- For those work terms where writing (text or software code) is a big part, you can showcase parts of your code or what your software does, live with technological aids. Talk to Jas (scico@uvic.ca) to see if we can help with technology needs.
- If parts of your report/presentation are confidential, you can create mock visuals and graphs or present mock data which will not compromise your work.
  Do consult your supervisor and Arkady for help on structuring confidential / semi confidential presentations.
  Those of you presenting confidential materials to your employer are exempt from holding a Uvic presentation.
- At the end of the presentation there will be a 3 minute Q&A session. Questions can range. Expect to not be able to answer everything, some questions will be asked out of curiosity about work. Be prepared to field these, but also to say that you don’t know some things – That is OK!

B) HOW TO USE VISUAL AIDS (like PowerPoint Presentations)

- Make writing large enough for everyone to see.
- Don’t include lots of details or too much text—include main points and expand on each point verbally.
- Be organized. Test your presentation beforehand, and bring everything you’ll need.

C) PREPARING FOR YOUR PRESENTATION

- Prepare well in advance.
- This is a talk, prepare it verbally, i.e., talk it as well as write it.
• Do consider your audience: The listeners are your coop office, faculty members and students. The will have background in the field but may not know particulars, so if you use discipline specific jargon, be ready to elaborate.
• Use cue cards, i.e., numbered, separate index cards with key words or phrases, rather than a fully written text on paper, or use your overheads as cues.
• Practice frequently, out loud, in several separate sessions well in advance rather than one huge session the night before.
• Make sure the talk takes the correct amount of time. Be sure to allow time for going through all the data on the visuals. The only way to do this is to do several complete trial runs, preferably in front of a friend. Students usually underestimate the time that is needed. If your practice shows your talk is too long, omit selected material rather than talking twice as fast.
• Get feedback from your friend, or use a tape recorder and listen to yourself.
• The more practiced you are, the more confident will be your delivery.

DURING YOUR PRESENTATION

• Speak to the audience; look at them, not your notes or the screen.
• Do not speak too quickly; speak clearly and pause frequently.
• Speak in a pleasant, conversational manner.
• Put yourself inside the audience's heads and tell them what you'd like them to know.
• Nerves are normal but try not to show them!

E) GRADING

• Oral presentations will receive a complete / incomplete grade. Unless there is a firm reason for an absence (such as confidentiality concerns, participating in a work term which prevents a student from presenting, studying away from Victoria, or other unforeseen circumstances WHICH MUST BE DELEGATED IN ADVANCE TO THE COOP OFFICE), oral presentations are mandatory part of your coop term grade.