Chetan Dattaji Gaikwad Institute of Management Studies.

Presentation Guidelines.

- Group Presentations would be conducted.
- Each group consisting of 5 members according to Roll Number. (Roll No 1 to 5 in one group, Roll No 6 to 10 in other group and so on)
- Attendance is compulsory for the presentation.
- Each presentation will be of 10 minutes. Each Student is supposed to speak for two minutes.
- Students are supposed to bring their own memory drives and should compulsory carry a hard copy of the presentation in case of unavoidable technical failures.
- Every group should submit the hard copy and soft copy of the presentation.
- It should be a MS PowerPointpresentation
- Students have to be in Uniform for the Presentation.

Preparing PPT:

- Keep it simple. The first slide should contain Name of the Institute, Name of the Topic, Roll No & Name of the Presenters.
- Do not use a photocopy of a standard printed page as a display.
- Summarize your main points.
- Do not put too much text on a slide – you want the audience to listen to you and not to be reading your slides. Limit your material to eight lines per slide.
- Use easy-to-read fonts
- Use light letters (e.g., yellow or white) on a dark background (e.g., dark blue) when displaying your data.
- Test videos and online presentations in the room where you'll be presenting prior to your talk.
- Give references if possible.
- Presentation Assessment criteria would be based on Content, Communication, Speaking Skills, Timeliness, Question Responsiveness.