

RESEARCH REVIEW TIPS

1. The “Research Review” **presentation is 12 minutes + 3 minutes for questions**. Estimate the number of slides based on this time, the background of your audience, and the technical depth of your presentation. A common rule of thumb is 1-2 minutes per slide.
2. Use fonts that are not ornate so they can be **easily read**. The size of the fonts in all text including tables and labels in figures should be large enough to see. The rule of thumb is that when you put your slide on the floor, a person of average height should be able to read it.
3. If you are NOT going to talk about something, then DO NOT show it on the slide. Spend the appropriate amount of time talking about what you show on your slides.
4. Pay attention to the amount of information you put on each slide and the time you need to cover the information.
5. Use of color is encouraged **WHEN** it helps to clarify your point.
6. Use of animation is encouraged when it contributes to the story you’re trying to tell and does not distract the audience. If you have to spend much time looking at the screen to make sure the animation is working, you are not communicating with your audience.
7. Introduce yourself, your program, your advisor, the degree you pursue and the semester / year of your study.
8. **When using acronyms and abbreviations, give the full name when you use it first**. You can also say the full name when talking about it.
9. If the chemistry is an important issue in your talk, then show the chemical structure and / or functional groups.
10. When showing results of others (Tables, Figures, etc.), or important theoretical equations, write the **reference** at the bottom of the same page.
11. **Do not read your slides**. Present highlights, provide details, and stress important points.
12. Answer questions in a concise manner; limiting the time dedicated to each response to allow for more questions from the audience. If a more detailed explanation is of interest, follow up after the session.