

**Authors Note:** This document was prepared by David Jackson for distribution to enrolled in an Explorations in Physics Course. This will have to be modified to conform to your own course management philosophy and local conditions. You are welcome to use/modify it as you wish.

## **Explorations in Physics Oral Presentation Guidelines**

Your oral presentation is a group effort. As such, it is important that you plan in advance who will discuss each section of the presentation. You are presenting your project to your fellow class mates, so you can assume they have an understanding of the material at the level we covered in class (do not assume too much from your audience or they might not understand your presentation).

### **Format:**

You are allowed 10 minutes to present your project, followed by a 5 minute question and answer session. This is not a lot of time, so you should plan accordingly. Each person is required to give a portion of the presentation, so you may want to rehearse together at least once. At the end of 9 minutes, you will hear a bell that signifies you have only one minute left.

You may draw on the board, use overhead transparencies, make posters, or use whatever visual aids you might need to describe your project. In general, you are *not* allowed to bring out the experimental set-up to demonstrate, we would like you to describe it instead.

### **Elements to be included in the Presentation:**

Although your presentation might not contain all of the elements listed below (or it may contain some that are not mentioned), here are some common features of typical project presentations:

- Brief Statement of the purpose of the project. Remember, no one knows what you have done for your project.
- Description of the investigation, along with background information, if appropriate. The procedure used to obtain data should be stated along with any diagrams or figures, if this is helpful.
- Data should be presented in tables that include units.
- Graphs of data and/or modeling attempts. Ideally, spreadsheets with graphing tools should be used. Be sure to label the axes and use units on your graphs.
- Conclusions based on analysis of the data. This is important!! What does the data tell you? You should interpret, not speculate.
- Discussion of the results. Do your results make sense? What kinds of difficulties did you run into? How might the project be improved?
- Brief conclusion of the project.

Keep in mind that 10 minutes goes by very fast. You may not be able to discuss every aspect of your project in the time allotted. Therefore, you may need to leave out portions that are not critical to understanding the project.