

Answering Questions

After your presentation, members of your tutorial may ask you questions.

- Listen carefully to the question. Repeat or paraphrase the question so you are sure you understand it and so everyone in the audience hears it.
- If it is a long question, try breaking it up into sections, and answer them one by one.
- Be brief and to the point and avoid introducing new information. If you don't know the answer to the question, say so. It is OK to say "I don't know". You can always offer to find out the answer.

M a k i n g O v e r h e a d T r a n s p a r e n c i e s (O H T s)

General Principles

- Any visual materials you use should support and add impact to your presentation.
- Any messages on OHTs should be concise and simple.
- The impact of each visual message can be varied by the imaginative use of colour.
- Lettering should be clearly printed in bold colours and properly spaced.

Hints for Making OHTs

Do:

- ✓ Print neatly. Don't use cursive writing.
- ✓ If making OHTs on computer, choose a font that is easy to read, like Helvetica, Arial or Times.
- ✓ Use a large font (at least 24 points). Use Bold type.
- ✓ Use 1 message per OHT (15-20 words).
- ✓ Check spelling and grammar.
- ✓ Work in the centre of the OHT. Leave a margin of about 4 cm, otherwise it may not fit the overhead projector frame.
- ✓ Choose diagrams, charts or pictures to support your spoken material. Use one image per OHT.

Do Not:

- ✗ Use small lettering or untidy handwriting. Your audience won't be able to read it.
- ✗ Cram too much information on one OHT. For example, don't reproduce the entire text of a presentation; just list the main points in bullet form.
- ✗ Use faded or pale coloured pens for lettering. Print in strong dark colours like red, black or blue.
- ✗ Squeeze lines or cramp letters together. The text on your OHT should be readable from the back of the room.
- ✗ Write too far toward the edge of the OHT or you will lose words under the edge of the frame.

Basic Essay Structure

- Introduction
- Body
- Conclusion

Basic Essay Structure

all essays contain a basic structure

Introduction

the introduction introduces the topic, defines time periods, indicates what is coming, it moves from general to specific.

Body : The body is composed of a number of main ideas. Each paragraph represent ONE idea. Each paragraph requires a topic (idea) sentence, and elaboration/explanation