



DEPARTMENT OF ENGLISH LANGUAGE TEACHING

Faculty of Humanities, University of Kelaniya, Sri Lanka

Presentation Guidelines

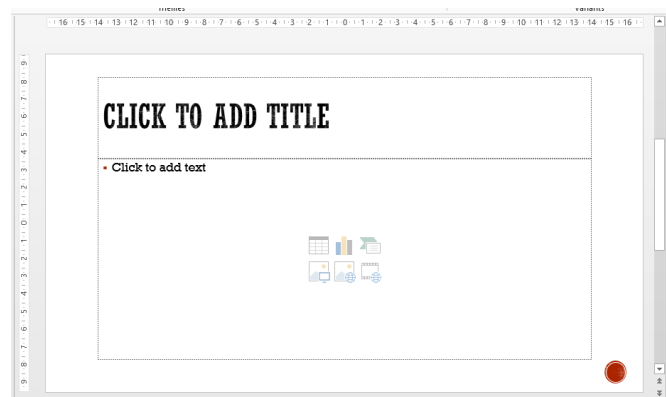
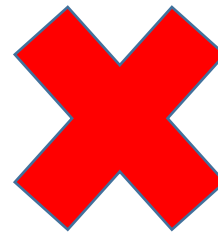
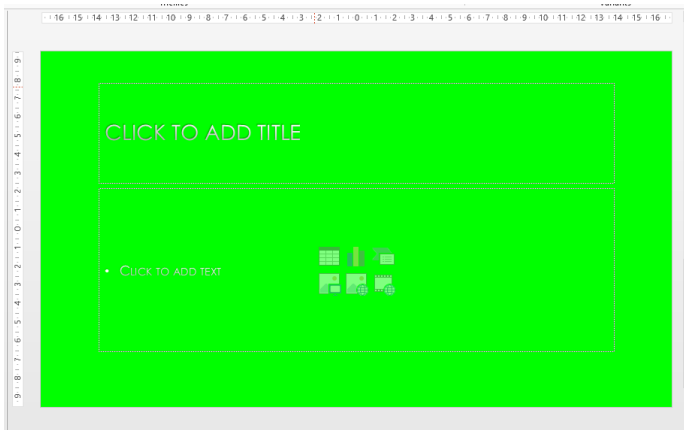
OUTLINE

- I. Presentations for assignments
 - II. Presentations for thesis/ proposal
-

I. PRESENTATIONS FOR ASSIGNMENTS

A. PowerPoint Design

- Use plain colours for slide backgrounds
- Do not use luminous colours like; green, red, purple



B. Font Style and Size

- Use formal font styles like; Times New Roman, Cambria, Garamond

This is an example of Times New Roman.

This is an example of Cambria.

This is an example of Georgia.

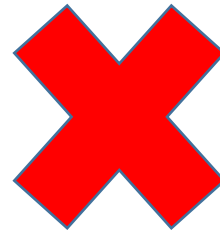
This is an example of Garamond.

This is an example of Merriweather.



- Do not use cursive fonts

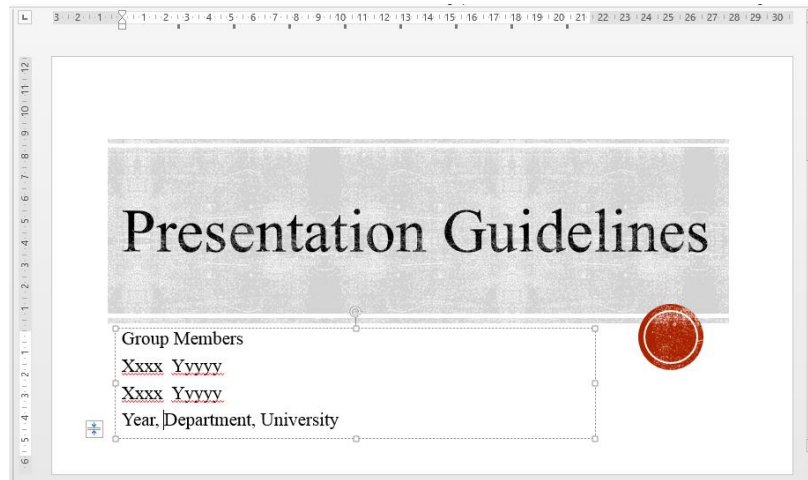
Arid ITC
Shelley Allegro Script
Gessele
Cascade Script
Zapf Chancery
CK Script



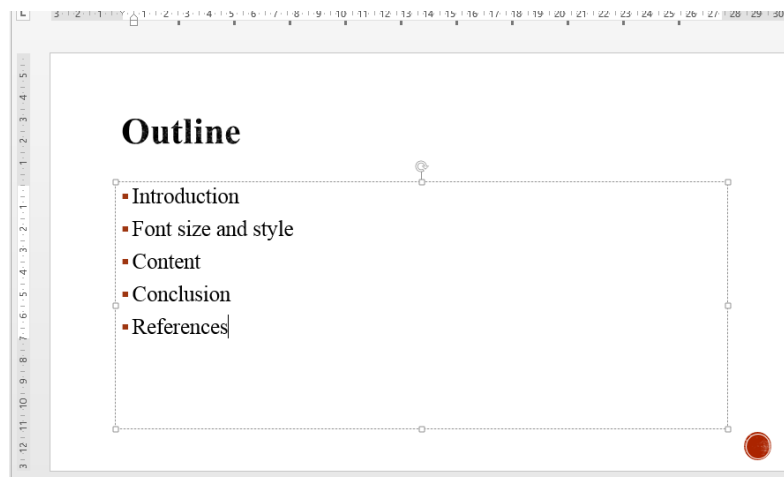
- Only use black and white colours for the fonts.
- Font size for main title: **50 – 90** (if the title is too long make the font size small. If not increase the size)
- Font size for the content titles: **36 – 44**
- Font size for content: **18-28** (if the content is less make the font size small. If not increase the size)

C. Slide Content

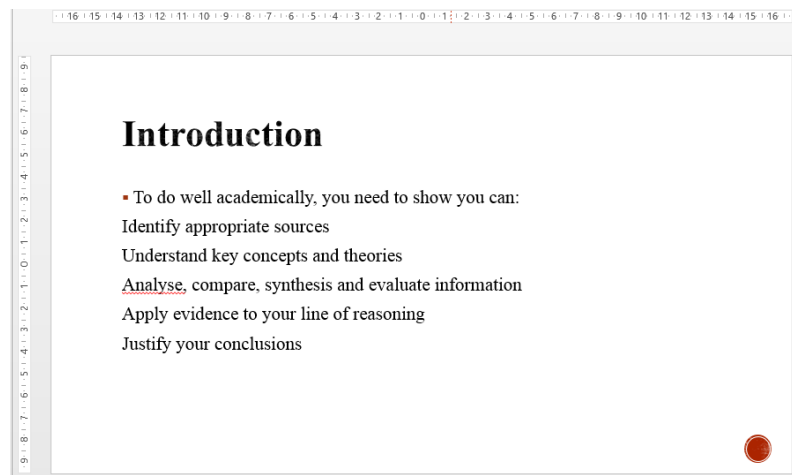
- A presentation contains;
 1. Title



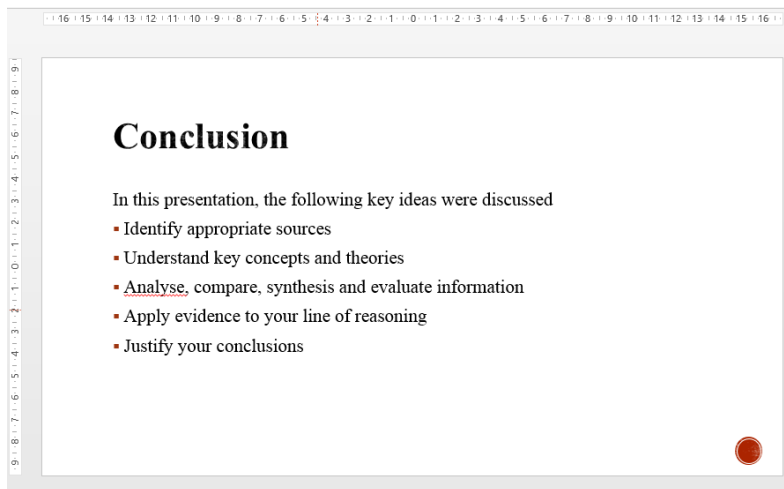
2. Outline (Mentions the topics that will be discussed)



3. Content slides; Introduction and other topics related to the title



4. Conclusion



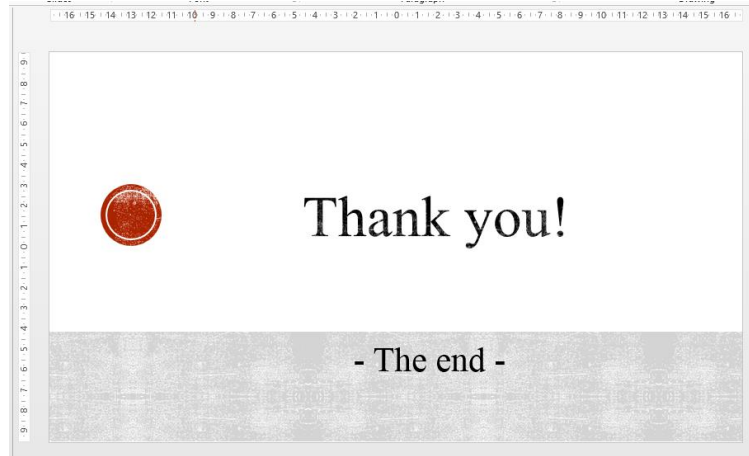
A presentation slide titled "Conclusion". The slide contains a list of five key ideas discussed in the presentation. A red circular logo is visible in the bottom right corner.

Conclusion

In this presentation, the following key ideas were discussed

- Identify appropriate sources
- Understand key concepts and theories
- Analyse, compare, synthesis and evaluate information
- Apply evidence to your line of reasoning
- Justify your conclusions

5. Thank you slide

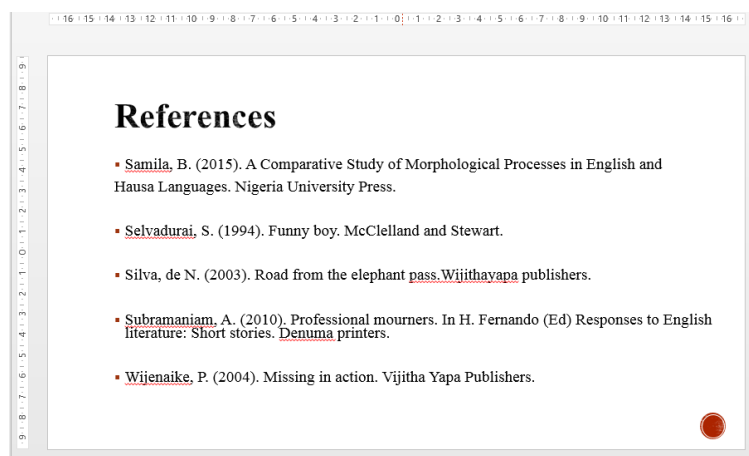


A presentation slide titled "Thank you!". The slide features a red circular logo on the left and the text "Thank you!" in the center. Below the logo, there is a grey horizontal bar containing the text "- The end -".

Thank you!

- The end -

6. References

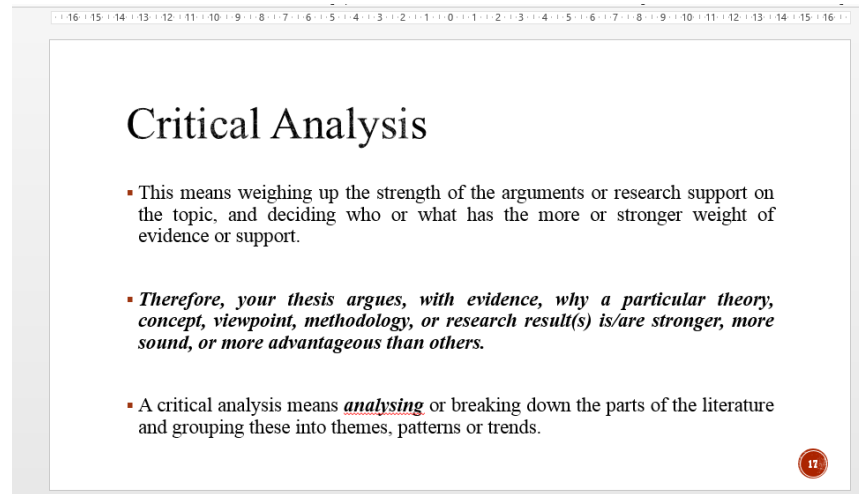


A presentation slide titled "References". The slide lists five references. A red circular logo is visible in the bottom right corner.

References

- Samila, B. (2015). A Comparative Study of Morphological Processes in English and Hausa Languages. Nigeria University Press.
- Selvadurai, S. (1994). Funny boy. McClelland and Stewart.
- Silva, de N. (2003). Road from the elephant pass. Wijithayapa publishers.
- Subramaniam, A. (2010). Professional mourners. In H. Fernando (Ed) Responses to English literature: Short stories. Denuma printers.
- Wijenaik, P. (2004). Missing in action. Vijitha Yapa Publishers.

- Information in the slides;
 1. The information should be typed in bullet points, maximum **8 points per slide**. **NO paragraphs**.



- D. Other tips
- Number all the slides.
Insert – Slide Number – (tick) Slide Number – Apply to all
 - Do not make more than 20 slides

II. PRESENTATIONS FOR DISSERTATION PROPOSALS

A. Content

1. Introduction
2. Literature Review
3. Methodology
4. Findings & Discussion
5. Conclusion
6. References

- B. The information should be typed in bullet points, maximum **8 points per slide**. **NO paragraphs**.
- C. **Do not make more than 10 slides** for a proposal presentation. Including all the content in A.
- D. Follow **A and B in Section I** when preparing the presentation.