SUGGESTIONS FOR ORAL PRESENTATIONS
(these are not in any particular order of importance)

VISUALS
* watch for colors, some may appear impressive on a laptop but are ineffective on a large screen
* watch for too many font changes and indentations, formatting should have a purpose
* avoid distracting features like clipart that have no purpose or do not enhance the information
* avoid unnecessary abbreviations
* stay with a consistent slide theme throughout
* give a variety of formats like graphs, tables, words
* customize your graphs, do not use macro templates
* include dollar signs if appropriate and commas where needed in numbers for readability
* don't clutter graphs and tables with very large numbers or excessive decimal places
* avoid displaying complete sentences. The slide gives us an outline or some important cues.
* avoid the word "we" on a slide
* avoid a slide containing a list of variables or definitions. This is rarely beneficial for an audience.
* avoid using technical or business terms not covered in the course.
* don't show repetitive calculations.
* avoid showing us your excel file.
* only use paste special when pasting graphs and tables.
* use equation editor
* be sure to include a conclusion and/or summary slide.
* carefully proof your slides

WORKLOAD
* distribute the quality of the material/ slides not just the quantity. Don't give someone just the intro to the product or just the summary because they do not understand the project as well as everyone else. On the other hand, don't let one person discuss all the complicated parts.
* if a slide has a lot of information on it, more than one person can cover it (or split the slide into two).

SPEAKING
* introduce yourselves in a natural way.
* speak slowly and loud enough for everyone to hear..
* make eye contact with the entire class, not just the instructor
* turning to the screen to point out something can be effective as long as you are not doing it to read the information directly from the screen.
* don't hide behind the computer. You'll be tempted to read from the screen.
* if you use flash cards, do not read directly from them, use them only as reference.
* avoid repetitive phrases like "we did this", "then we did this", ...
* avoid the use of fillers like "um" and "like".
* treat this as a professional exercise. Avoid references to "the class project", "what we learned in class", "when we did our activity", etc.

* don’t tell us about how you used excel and what features you used, talk about the outcomes. Rely on verbal statements instead of written. For example, if you want to say you used solver to find an intercept, don’t print that on the slide. Instead, tell us why you wanted to find the intercept in the first place, then use it in a practical way.
* always give practical interpretations. Do not read the mathematical symbols even if they appear on the slide. Ex. “Our demand function is d of q equals minus .00002 q squared”, etc. Tell us what it represents, where it came from and why we need to know it.
* reflect on the values you obtain, don’t just read them. Always include the units like thousands of car alarms and millions of dollars for example. If a number is $41.235 million, you don’t have to read every decimal place. You can say “a little over 41 million dollars”, for example.
* slow down if your slide has a lot of material in it (notice I didn’t say “on it”).
* tell us about your product, but don’t spend a lot of time.
* reflect on a graph if you show one. Don’t just say “here is a graph of revenue” and then go on to the next slide. What features of the graph are important for us to note? Why should the graph have the shape that it has? And why did you show it to us in the first place?
* if all we had to do to find maximum profit was plot the profit graph and use solver, why did we spend so much time talking about derivatives?
* the course is called math for business decisions. How does the math support our decisions and make our arguments

SPECIFICS
* the presentation should be 10-12 minutes long. A deduction will be made if you run over time.
* each member will be asked a question and only that member can answer. Questions can be about technical things, practical meanings, or “what if” scenarios. Don’t be embarrassed. Tell me what you think and why. I will never say you are wrong in front of the class. Do not try to correct your teammate’s answer if you think they are wrong.
* everyone is required to complete a peer evaluation for each presentation (other than their own). This includes a constructive suggestion for improvement.
* when preparing, ask yourself questions like why are we doing this, why would we want to show this, have we made a convincing argument, etc?
* don’t forget to answer those other questions on the team data sheet. Why might these be important things to consider or calculate? How can you naturally incorporate the questions into the presentation without making them sound like “additional questions”?