

Department of Communication and Computer Engineering



Workshop on “Preparation of Final Year Project Report & Presentation”

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Spend Enough Time on Presentation

- Takes time to prepare a presentation.
- Conferences presentation take me 3-4 hours, for 10 minutes.
- Takes longer when you are new

Consider Your Audience

- Make presentation relevant to audience
 - i.e. don't present all math
- Think about following questions
 - Who am I addressing?
 - What do I have to say?
 - What do I want my audience to know?
 - What would my audience want to know?

Tell a Story

- Make a logical structure that is similar to a good story.
 - Beginning: context of presentation
 - Body: develop main points.
 - Conclusion: summarize main points, take home message.

Practice, Practice, Practice

- Practice on your own (get timing right)
- Practice giving it to each other.
- Write out the full text you want to say.
 - Forces you to think of every aspect
 - Helps you commit parts of you presentation to memory
 - Make notes of key points and use those during presentation. BUT don't read a script, or always look at the screen.

Communicate with Audience

- Look at the audience
 - Try to look at everyone, not just one corner of the room.
 - If you are nervous pick some spots at the back of the room above people's heads.
- Be enthusiastic
 - Vary the tone of your voice.
 - Use humor if it suits you, but don't force it or over do it. Content is what matters.

How To Speak

- Speak slowly and clearly.
- Take a breath before you move to next slide.
- Take a deep breath (unobtrusively) before you start.
- Try not to say so, ummm or other time fillers too much.
 - We all do it, it takes practice.
- Try standing squarely on both feet and keep hands someone still.

What not to do

- Stand on one leg.
- Hit yourself or a table
- Tap your pen
- Turn your back on the audience
- Wave your hands like your talking Italian
- Put your thumbs in your pockets
- Cross your arms and take a football pose
- Try to smile at the audience if you are not too nervous.

Questions

- Be prepared to answer questions from audience.
- Try to get discussion going by having some leading questions.
 - If there are different theories , ask audience if they find one more compelling.

Design of Slides

- You do not need to use full or wordy sentences because they can become very, very long and make it much hard for the audience to follow. They also make it much for difficult for you to quickly look at if you need a reminder of where you are at.
- Don't use full or wordy sentences.
 - Harder for the audience to follow.
 - Harder for you to use as a reminder.
- Starting with the verb can help.

Design of Slides

- Don't use full or wordy sentences.
 - Harder for the audience to follow.
 - Harder for you to use as a reminder.
 - Don't put too much text on one slide
 - Makes it hard to read.
 - Continue on topic on next slide, if too much for one slide.
 - Make sure font is big enough to read.
 - 18 point font is probably the smallest to go
 - This depends on size of room.
- } Sub points in smaller font.

Design of Slides

- Make sure tables, pictures, and graphs can be read.
 - Titles on graphs and tables must be readable at back of room.
 - Number must also be readable

Design of Slides

- Tables/Pictures
 - You can make them inside PowerPoint.
 - You can make them in excel and copy and paste.
 - You can bring them in as an object.
 - You could scan them, then make a hyperlink to the document.

Slide Layout

- To add a new slide, go to insert slide.
 - Slide layout window should pop up.
 - Helps you organize information on your slide.
- You may want to change the line spacing
 - This helps with ease of reading.
 - Go to format, then line spacing.
 - Experiment with how much space to leave before paragraph.
 - This especially helps when you have a lot of information on one slide.

Slide Design

- You can make color presentation easily.
- Go to format, then slide design.
 - Too much color or patterns can be distracting.
 - Make sure the colors you use can be seen easily.
 - Yellow and red are often hard to see.
- You can create your own designs
 - If you do a lot of presentations I suggest you do this.
 - For this presentation don't waste your time.
 - Content is more important.

Final Report Format

The report should be written according to the following format:

- The report should be written completely in English.
- Only Times New Roman font should be used for the whole document.
- Titles should be bold and of size 14 where the subtitles should be bold of size 12. The rest of the text should be regular of size 12.

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- All the paragraphs are to be aligned justified except the chapter titles that should be centered.
 - The whole document should be 1.5 spaced.
 - If tables exist, they should be centered with a label below it, indicating the chapter number and the tables order between the tables in the same chapter. Example: table (2-10) is the tenth table in chapter 2.

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- All pages are to be numbered except the cover page, with numbers centered at the bottom of the page.
 - If figures exist, they should be centered with a label below indicating the chapter number and the figures order between the figures in the same chapter. Example: figure (1-12) is the twelfth figure in chapter 1.

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- If a text was taken from a book, research paper or a website, the sentences should be labeled with its reference numbers where all references should be listed at the end of report and they should be numbered according to their appearance order in the report.
 - References are to be documented as follows:
 - Author name(s), book or article title, journal title or publisher, year of publishing.
 - 1.25 inches margins are left from left of the

Final Reports Contents:

The front pages consists of the followings (in order):

- Cover page.
- Dedication (optional and brief).
- Abstract, it should summarize the project in no more than one page.
- Table of contents.
- List of tables if exist.
- List of figures if exist.

Chapters report

consists of the chapters:

- 1) Introduction:

this chapter describes the idea of the project, topics, software or tools used to build the system.

- 2) System Analysis:

this chapter describes: the idea of the system in detail, systems requirement, information gathering tools, systems data flow diagram for systems based on databases, web pages hierarchy diagrams for websites and data dictionary

- 3) System Design:

In this chapter the student describes the system contents and how they are related to each other including the entity relation- ship diagram for database applications.

- 4) Implementation:

this chapter shows how the system works in terms of views and explanation of using the system step by step. It also focuses on the tricky and important programming code pieces

- 5) Future Work:

in this chapter, students record the difficulties they faced, system limitations if any, future works that might be added.

- 6) Conclusion:

summarizes the results achieved in no more than one page.

- 7) References.