

TUTORIAL 11

➤ Collaborate in Group

- Foster open communication and teamwork.
- Align on the goals and purpose of the presentation.

➤ Plan the Presentation Structure

- Define the key sections
- Ensure the structure flows logically and supports your message.

➤ Distribute Roles Among Members

- Assign responsibilities
- Collaborate to create cohesive content.

➤ Create and Review Slides

- Use concise text, impactful visuals and consistent formatting
- Ensure each slide supports the core message

➤ Rehearse Together

- Practice as team to refine timing and transitions
- Provide constructive feedback to improve clarity and delivery

Presentation outline

- 1. Introduction**
- 2. Problem Statement**
- 3. Methodology**
- 4. Solution Demonstration**
- 5. Recommendations**
- 6. Conclusion**
- 7. Q&A**