When preparing your report and presentations please pay attention to the following:

1. Make sure you understand what is asked from you,
2. Do an extensive literature search,
3. Internet should not be your only source of information, check the library as well,
4. Take notes and write down the resource information for citations and references,
5. Organize all the information you find into main and sub-topics,
6. Your work should include:
   a. A cover page (Slide) which gives the Topic, Your name and student number, course name, etc.
   b. An introduction where the purpose of the report/presentation is given and an outline of the document is provided
   c. Next the body of the report/presentation is provided where 5W1H (What, When, Where, Who, Why, and How) are explained,
   d. At the end, a summary section should include a brief paraphrasing of main points and
   e. A conclusion section should state the benefits of this work and probable next steps.
   f. Do not forget a references section where all the works you have used to prepare your work.
7. Please pay attention to the rules of using somebody else’s work
   a. Use your own words as much as possible,
   b. The main rule is, if you use somebody else’s work you should mention the source in your work,
   c. Direct copy and paste should be avoided, but if you have to enclose the copied words in quotes (””)
   d. However, such quoted work should be only a minor portion of your work,
   e. The source of such quoted work should be given in text as well as listed in reference,
   f. Changing a few words, rearranging sentences, combining sentences does not make copied work you own,
   g. These rules apply to pictures, graphics, tables, etc. as well as text.

Some important points for your presentations,

1. Please check resources about how to make effective presentations
2. You should hand out a hardcopy of your presentation for the audience (print double-sided and multiple slides on one page to reduce paper waste),
3. Preparation
   a. Use colors, animation, fonts, ... to emphasize main points (not too much to become a distraction)
   b. Do not put long sentences, paragraphs. Put One-Line brief points. You should speak the details during presentation,
   c. Do not put anything you do not understand or cannot explain,
   d. Practice makes perfect, make sure to practice your presentations,
4. Presentation
   a. Being nervous and excited is normal, but remember you are among friends,
   b. Do not read word-by-word what is on the slides,
   c. Having notes on small cards in hand and referring to them from time to time is okay, but do not bury your head in those notes
   d. Do not stay stationary in one place, move around a little, but not too much,
   e. Make eye contact with the audience, do not look at only one person or the wall or the ceiling continuously,
   f. Ask for questions at the end.
   g. It is okay if you do not know the answer to a question, just do not try to make up answers,