I need to prepare my presentation for my diploma paper/dissertation. How do I do it?

1. You are going to talk to the committee about the results of your work, already described in your dissertation/paper. The presentation must contain images/text/tables/information that allow you to tell the committee about what is in that bachelor's thesis/dissertation.
2. The presentation is not a recitation test, nor is it a reading test. You should simply talk to the committee about your work.
3. Whenever you address someone – even more so someone who will give you a grade – it is polite and useful to be clear, to the point, and give the impression that you care about the interlocutor. First of all, having an orderly, neat and easy-to-follow presentation.
4. The presentation can be prepared in Powerpoint or in another similar program. To limit possible technical file compatibility problems on the computer on which you are actually going to give the presentation, prepare a PDF version as well.
5. The presentation will usually have to be sent in advance to the committee. Just in case, prepare a copy on a stick, make sure you have the files (PPT and PDF) on your email – and if you have a laptop, take that one with you. You won't need them, but it's good to know that you have coverage as complete as possible in case something doesn't work on the committee's computer.
6. You need a title/first page that reflects the title page of the paper submitted to the committee.
7. You need a wrapping/final page. It can be the one on which you write "Conclusions", or the one on which you write "Future perspectives" after conclusions, or the one on which you write "Thanks" and list the colleagues/professors who contributed to your work (the one who helped you with the measurement of the MRI spectra, the one who helped you with the measurement of the RES spectra etc – but simple and to the point, without sentimental effusions). It is not advisable to end festively with a slide colored with champagne and "Thank you for your attention", because in fact the committee is there to pay attention... and give you a grade. It's still an exam, not a show.
8. Whatever you put on the presentation, you have to know how to explain. No word, no notion, no graph present on your presentation should leave you speechless if the committee asks the question "what does it mean?".
9. It can be useful for clarity to give some clues about what the presentation will contain on the sheet immediately after the title sheet. Some people put the Table of Contents of the paper on the Powerpoint sheet. Others, for clarity, put a simplified version of the table of contents – only with the main elements. In any case, talking about what is written on this sheet you have to say more than it says (the famous rule – "presentations are not read"). You can choose to resume the sheet with the "table of contents" again in the middle of the presentation, every time you start talking about a new chapter; In this case, you will somehow underline the chapter you are about to move on.
10. If you don't know where to start the presentation, keep in mind that in the presentation you "tell the story". Therefore, you take each chapter/subchapter of the work and say something (what seems most important to you) about/from it.
11. Use the figures in the dissertation (or, if you don't have much of those, then use figures from the works cited in the bibliography) for greater communication efficiency. Tables can also be useful

for this – but you should preferably not have too many numbers, and preferably mark within them the elements that the committee should pay attention to.

12. As little text as possible – but it's not good to have just figures without any text. Preferably, the text should be in the form of bullet lists, where keywords appear but not entire sentences (except in exceptional cases, where a very, very important conclusion must be highlighted). The text should be enough to make sure it signals your main ideas (so you don't stress out that you might forget to say something crucial), but it shouldn't look like you're reading the sentences off the slides.
13. Consistency in writing: choose a font and try to use only that throughout your presentation – and in figures, tables, references, everywhere. Preferably a classic font, used by many people – so as not to be surprised that on the computer at the commission it looks strange or cannot be read.
14. Consistency in writing: either with diacritics everywhere, or everywhere without diacritics.
15. Consistency in drafting: Justified or Aligned Left or Aligned Right text, as you like – but make it the same everywhere. Also, the text boxes should be aligned in relation to each other, centered similarly to each other, etc. throughout the presentation.
16. Consistency in writing: be careful how you start and end the text boxes. Uppercase or lowercase? At the end of the box you put a period, or semicolon, or nothing? Make a choice and use it consistently throughout your presentation.
17. Consistency in writing: the font size and the way of accentuation - bold (in Romanian it is said bold), underlined, or italics (in Romanian it is said italics) - will have to differ obviously throughout the presentation. However, choose a short list of just a few options. It's not good to mix all possible sizes and all possible bolds/italics/underlines throughout the presentation. Probably 3 different font sizes are enough for the whole presentation, including the title sheet.
18. Rule of thumb: by default, start with font size 18. Do not use less than that, unless you really have nowhere to go. You can possibly go down to 12 for footnotes, bibliographic references.
19. Consistency in design: the Figures should have similar styles to each other (e.g. either they all have a border, or none at all; line thickness, dot style, color style should resemble each other). Same for the tables.
20. Consistency in design: use of colors. It can be helpful that from time to time you mark important words in a certain color. Preferably, that color should also have some meaning (for example, you may want to write myoglobin in red, because myoglobin is red; or you can mark the good things in green and the bad things in red, traffic light style. But don't turn the presentation into a peacock.
21. Consistency in presentation: You may want to put colors or effects on the background of your sheets. But without excesses – again, without turning the presentation into a peacock. Also, pay attention to the contrast between the background and the content: the two must be different enough to be able to distinguish/read the content. Rule: the star of the presentation must be the content, the substance of ideas/information – not the colors, not the presenter. Many times a black-on-white presentation has its merits.
22. Consistency in presentation: it is very useful to number the sheets. Those who follow you can also appreciate if the numbering is in x/y format, where x is the current page and y is the total number of pages.
23. Graphic elegance: it can be useful to discreetly mark not only on the first page but also on the rest something that reminds you of the context in which that page exists. For example, when you

present at a conference you may want to have its logo on every page, or at the presentation you may want to discreetly write your name in a corner and the fact that it is a bachelor's thesis. Some also include the date of the presentation there. It can also be useful to include dynamic effects in the presentation (sliding pages or figures, videos, spinning molecules, etc.) – but keep in mind that you don't know exactly what kind of computer you end up giving the presentation on: it will be unpleasant if in the middle of the presentation you notice that "the animation doesn't work" – either because something happened to the driver, either from the internet connection, or the computer's memory, etc. So it might be safer not to have any animation.

24. Bibliographic references: you explicitly write them on each sheet where they are relevant. Even if you have used them on previous sheets. Necessarily in unitary/uniform format from sheet to sheet. If you also want to show the list of references at the end, it can be (it can be relevant in some cases). You can use figures from the literature in the introduction part – but I must necessarily give the reference/source on the sheet.
25. The content of the presentation: it has two classic sections – the introduction (general considerations) and your original contributions from the paper, respectively. Between them you can briefly go through the Materials and Methods, although it is clearer if you explain the methodological issues as you present each result. If the paper is just a literature study, we are left with the idea that the presentation must tell the story of the paper – so you will have sections in the presentation named after the chapters or subchapters of the paper.
26. How many sheets? In a good presentation, you talk for two minutes on the sheet – so you start the calculation from here, knowing how much time you have available. If you spend more time on a sheet, it's hard to capture attention. If you sit less, apart from the transition sheets (e.g., a sheet on which you just write that you are moving on to the next chapter), it gives the impression of superficiality in the presentation.
27. How many of the figures/tables in the paper do you include in the presentation? Preferably as many of them as possible, to illustrate how much you have worked. The photos in the laboratory are also effective – with the equipment used (the real one, not pictures from the internet; optionally with people in the frame, focusing on the scientific part not on Insta), with the purified substance, the analyzed photos, etc. When you talk about them, you insist on the things made/interpreted by you. Many works benefit from the support/work of colleagues and/or teachers, sometimes even from very different fields. It's interesting to present all the results, but don't try to give the impression that you've done them all. For example, if you're a chemist and you've synthesized a compound that a biologist then tested on cell cultures, it looks good to say in passing about the test results — but otherwise you're focusing on your contribution and chemistry. The biologist will talk about his part elsewhere. With the observation, again, that you have to know how to explain everything present on the presentation sheets: the excuse with "this is what a colleague did, I don't know exactly what it is" doesn't work.
28. What do you say in the introduction part? What is known about the subject you are working on and what has been done so far – so that it is clear what it will be used for and how what you have done is new. Everything to the point, without general school generalities, without definitions from textbooks. You don't tell us that "pollution is an important problem", "healthy food is increasingly important", "proteins are compounds that...", "blood is...", "antioxidants are important for health", etc. You keep yourself in your field. If you've synthesized a compound that may one day have medical applications, you're not putting pictures of sick people in the hospital or having

surgery – you're talking about the chemistry of that class of compounds. If you have studied the concentration of carbon dioxide in the city, you do not post pictures of meetings on pollution at the UN headquarters. If you have measured the concentration of antioxidants in dried parsley, you do not put pictures/content from "health" blogs but focus on those from scientific articles.

29. What do you say in the conclusions part? You take up the most important observations from the paper and, very importantly, you say what is new about them compared to what was known until then. Have you synthesized a new compound? How different is it from others? A new procedure? How different is it from others, how does its effectiveness compare to others?
30. How do you speak? Loudly, clearly, patiently, addressing the room/committee, emphasizing the important words. Recitation on automatic fire should be avoided. Those who follow you need to understand that you are talking to them, not to feel like guests at a speed talking contest.
31. You present a scientific topic. Therefore, your sheets and words must have predominantly scientific content, technical, exact terms. You can be colloquial from place to place, you can include a joke from place to place (it also depends on the audience), but in general it must be a "serious" presentation in terms of content. That doesn't mean it has to be pompous or overly official. The commission is to some extent made up of colleagues – they are just going to award themselves a diploma in the same specialty as theirs. They will give you a grade, they may have criticism, but they will do it in part in a collegial spirit, not just a professorial one.
32. It speaks to the point, without filler. Examples: avoid phrases such as "so to speak", or "how to explain it to you", or "I don't know how to say it better" (these expressions don't say anything, except possibly that you are important), or "as conclusions, we can say that" (instead, you simply say "in conclusion", for example; in this context "as" is grammatically incorrect on top of that). Avoid colloquial expressions when describing your work, which force the impression that you are such an expert that you allow yourself to simplify things for the poor people in the room to understand (e.g., "I did MRI spectra", "my work is on nanomaterials", "IR is a spectroscopic method").
33. **Anything unclear in the above? Don't make decisions randomly just because you don't know which way to go. Instead, ask someone more experienced (preferably the professor who wrote this torture instrument, or the doctoral students/post-doctoral students who are his accomplices).**
34. **Ready for the presentation? Do you want to send it to the more experienced teacher or colleagues who helped you with the work, to discuss? Stop. Print the list above and tick on it if you have met the format requirements, each one at a time. Only then do you move on.**