

Tips - Tricks - Do's - Don'ts

Submission check list

- Final report (one printed copy + digital copy) → **Your report (digital and printed) MUST be submitted latest by 10.00 p.m. on Tuesday, December 13, 2016. Four points will be deducted for submission after the deadline.**
- Powerpoint presentation (digital copy) → **You can bring the digital copy of your PowerPoint presentation on the day you present.**

Report

- The cover page of the report should have the exact title of your work, your name, name and title of the course (GEOS 422: Geoscience Applications of Remote Sensing), name of the Department/s with which you are affiliated, names of the staff/faculty associate with your work, month and year of submission. Preferably, insert the appropriate logos for the University and Department/s.
- The report should contain a table of contents, list of figures, acknowledgements, abstract, main contents and figures, references cited.
- All maps and remote sensing images presented **should have a north arrow, scale and coordinates.**
- Below is a suggested break-up of the contents of your report. You may choose to include more sub sections than what are given below. You may also choose to ignore one or the other of these sections if there is a considerable overlap in content. E.g. you may prefer not to make a separate section on advantages/contributions of your study, if you think the same points are already included in the section on conclusions. The sections in the report could include:
 - introduction/problem definition;
 - objectives;
 - study area;
 - data input;
 - method (preferably with a flow chart);
 - processing results;
 - interpretation and discussion of results;
 - advantages of the study/ what the study contributes;
 - limitations of the study;
 - recommendations/ future directions;
 - conclusions.
- The pages should be all numbered.
- Text font size should be 12.
- Do not make excessive use of acronyms and abbreviations. Use an acronym only if it will appear in the text at least three times. In such a case, define the acronym when it appears the first time in the report.
- Avoid using slang and 'casual' language.
- All figures should be numbered and should have a caption which is self explanatory. This means that the reader should not feel the need to turn around pages to read and understand what the image intends to depict.
- Use International System Units (<http://physics.nist.gov/Pubs/SP330/sp330.pdf>).

Powerpoint presentation and delivering your presentation

- Each student will get 12 minutes for presenting and 3 minutes for questions. At the end of 10 minutes they will be prompted. A 12 minute presentation means that you should have about 12 slides ready.
- Rehearse and time your talk a day in advance of your presentation in front of a friend, mock audience, or just a mirror.
- Speak slowly, loudly and clearly, so that even the person sitting at the end of the room can hear you clearly without having to strain his/her ears.
- Make eye contact with your audience. Try looking at everyone present in the room and not just the person sitting in the first row or at one particular spot. **DO NOT READ YOUR SLIDES.** The audience can already read for themselves. They expect you to just elaborate on what is written there and convey your message in simple terms.
- Do not clutter a lot of text in your slides. Your text font size on a slide should ideally be about 32 and definitely not less than 28.
- Use either a light font color on a dark background or vice-versa. Avoid using colors such as red text on a blue background – which certainly makes it difficult to read.
- Avoid using too many fancy text animation effects in your presentation (one or two animation effects, here or there for fun is okay). These special effects tend to take too much time, without adding any value to the content. Effects such as fading in, fading out and letters appearing one at a time should definitely be avoided.
- Be confident about your work and what you are presenting. You probably know more about your study area and the image processing work you have carried out, than many sitting in the audience. Do not forget to smile once in a while – it reflects your own enthusiasm about your work.
- It is a good idea to be prepared to answer some ‘anticipated questions’. After your last concluding slide, you may keep some ‘additional slides’ ready in your presentation, which you could use to clarify some audience questions.
- There will be laser pointer available for you. However, laser pointer tends to shake a lot (more so if you are a bit nervous), giving the impression that you are very nervous. You may just prefer to use a wooden pointer, your mouse pointer, or simply walking up to the screen and pointing out things when there is a need to explain.
- Come to your presentation with a small note book and a pen. Should someone in the audience give constructive suggestion then thank him/her and note these points down in your note book. If you are faced with a question you have no clue of, do not feel shy to acknowledge that you do not know the answer. You must note down such a question, and try to find out an answer later.