

Short Tips to Make a Better Presentation on Inception Report

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Outline

- Presentation Material
- Organization
- Presentation
- Some example of expression phrases
- Avoid Plagiarism
- How to paraphrase and quote

Presentation Material

1. Try to limit the number of slides within 20-25 to explain well about figures in the slide for better understanding of audience.
2. It is recommended to use fonts bigger than the size **20** points.

A good title size: 40 point.

A good subtitle size: 32 point.

Content text should be larger than **24** point.

Recommended fonts: Arial, Tahoma, Veranda.

3. Put a title to each slide clearly
4. **Use bullet points (•) to explain main points of each idea.**
Avoid long paragraph. Audience will not read too much text.

Presentation Material

5. A certain contrast should be made between colors of the text and background. Do not use too many colors.
6. Insert page numbers to each slide.
7. Make sure not to change the chart aspect ratio (horizontal to vertical ratio) of original figures and photos.
8. Avoid using graphics that are difficult to read. Check whether scales and scale numbers are readable.
9. When you cite figures originally made by others, put “the author’s name” and “the year (in parenthesis).”

Organization

Please put the title in the first slide, and then the outline in the second slide. The last slide is to be made for the summary or conclusions. An example of overall structure is shown as below, however, you can change it properly.

- I. Title (Title, Name, Affiliation)
- II. Outline or Contents of presentation
- III. Main contents
- IV. Summary or conclusions

Example of III. Main Contents

1. Tsunamis, earthquakes, and tsunami mitigation in your country
 - 1.1 Geographic and geoscientific information with maps (tectonics, seismicity, tsunamigenic earthquakes, etc.)
 - 1.2 Destructive tsunamis and earthquakes (tsunami damage, tsunami height, casualties, tsunami catalogs, photographs, etc.)
 - 1.3 Tsunami mitigation (tsunami early warning system, tsunami observation system, tsunami hazard assessment, tsunami awareness activities, etc.)
2. Regarding your organization
 - 2.1 Role in the national government or country
 - 2.2 Internal structure along with the organization chart
 - 2.3 Equipment and systems (tsunami early warning system, tsunami observation system, etc.)
 - 2.4 Analysis of tsunamis (tsunami modeling, tsunami forecasting, tsunami hazard maps, real time determination of earthquake parameters, etc.)
 - 2.5 Other organizations collaborating with yours for tsunami activities
3. Your responsibilities and interests
 - 3.1 Your own responsibility in your organization
 - 3.2 The potential target of your study in the course, the difficulties or obstacles in obtaining your target, and a list of your strengths and weaknesses.
 - 3.3 Your expectations of the course: What do you expect to derive from it?

Presentation

1. Do not read the text, but speak loud and clearly to the audience.
2. Go through a rehearsal at least three times. Count the time and make sure it is within 20 minutes.
3. Presentation time should not take more than 20 minutes.
4. Do not talk to the screen.
5. Please relax.

Some example of expression phrases

Introducing

- Thank you, chairperson.
- I am XX from
- Today, I will be talking about XX.
- In this presentation, I will talk about XX.

Outline/Contents

- Let me outline my presentation.
- The contents of my presentation are as follows.
- First, I will show you XX. Next, I will explain XX. Finally, I'd like to discuss XX.
- I'd like to start with XX, then talk about XX, and finally summarize my presentation.

Some example of expression phrases

Explanations on Figures

- What you can see here is XX.
- Here you can see XX.
- As shown here,
- This figure shows/presents/illustrates XX.
- The horizontal/vertical axis represents XX.
- Triangles and circles indicate broadband and strong motion seismic stations, respectively.

Transition

- Let me now move on to XX.
- Next I'd like to talk about XX.
- Now I'd like to show you XX.

Some example of expression phrases

Summary/Conclusion

- Let me summarize my presentation.
- Let me conclude that
- In conclusion,

Closing remarks

- Thank you very much for your attention.
- Now I'd like to close my presentation. Thank you very much.

Avoid Plagiarism

From GRIPS Website

(<http://www.grips.ac.jp/en/education/information/policies/cheating/>)

『**GRIPS View of Cheating and Plagiarism**

*Cheating and plagiarism are viewed as a serious offense by the National Graduate Institute for Policy Studies (GRIPS). It directly affects the morale of your fellow students and lowers the reputation of the School. **Cheating and plagiarism, therefore, will not be tolerated and may result in serious penalties, including suspension or expulsion from the School.** 』*

Avoid Plagiarism

Examples of Plagiarism

Examples of plagiarism include, but are not limited to:

- The submission of a work, either in part or in whole, completed by another;
- Failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another;
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit;
- In written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof;
- Using another writer's whole paper or a substantial part, even with a citation.]]

How to paraphrase and quote

- When you paraphrase or summarize another's sentences, **write the whole sentences in your own words and site the source. If you paraphrase not the whole but only a part, then it is considered as plagiarism.**
- Use quotation marks when you quote directly from another's words.
- Even though what you quote is “general scientific knowledge”, it is recommended to give credit, just in case.