

WKLQJV ORRN QLFH IRUPDWLQJ LV DQ LPSRUWDQW DVSHFW RI UHSU

LQWHQW ,I LW LV PHVV\ DQG PSRRUDQH SVOD QVHHG
DXGLHQW KHWHKDIW UPDWLQR LW KHQSBRUHWGHW
IRUPDWLQJ PDNHV D SRRU ILUVW LPSUHVLRQ
HVWDEOLVK QHFHVVDU\ FUHGLELOLW\ UHJDUGL

IRU IRUPDWLQJ IRU RLRQ SUHVHQWDWLRQV IRU WKH
LQIRUPDWLRQ LV EDVHG RQ UHVHDUFKHG EHVW SUDFWLFHV DQG H[SHU
x 8VH D VDQV VXEKIDN RQVLEOLRU DHHFODUWLFDR QWV DUH KDUGHU WR
x 6HOHFW D VLQJOH IRQW IRU KHDGOLQHV DQG D GLIIHUHQW IRQW I
x 8VH D IRQW VL]H RI SW RU ODUJHU
x 8VHODJKW EDZFNWHRXQG ZIDWRDWDUN
x +DYH D WLWOH VOLGH WKDW OLVWV WKH SUHVHQWHUV
o 'R QRW XLFH WKH GDWH RI WKH SUHVHQWDWLRQ
x 7KH VHFRRG VOLGH VKRXOG EH UHVHUYHG IRU VHVLRQ REMHFWL
o 6WXGHQWV VKRXOG KDYH D FOHDU XQGHUVWDQGLQJ RI ZKDW
WKH\ DUH H[SHFWHG WR OHDUQ
x 8VH D GLIIHUHQW FRORU IRU KHDGOLQHV
x 8VH FRQVLVWHQW WODQVLWLRQV LI XVHG DW DO
o 7UDQVLWLRQV ZLOO QRW WUDQVWDUWHV VSDFRU VWXGHQW U

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- x 8VH JRRG TXDOLW\ LPDJHV DQG ODEHO WKHP ZLWKLQ WKH LPDJH
 - o 8VH GLYHUVH LPDJHV WR EH UHSUHVHQWDWLYH DQG LQFOXVLY
 - o :KHQ VHOHFWEHQ DZD D HRI QHJ DQGY R W KH W R E W V D R X O G R I I H Q G W K H D X G L H Q F H
 - x 8VH DQ DSSURSULDWH QXPEHU RI VOLGHV \$ RH SHU D G Q W D W L R I Q W K
 - o 3ODQ DFFRUGLQJO\ VR \RX GRQ\W UXRQ W KH B X V K W K W L F C G R
 - o \$OO SUHVHQWDWLRQV P XV W H Q G R Q W L P H G X H W R U H F R U G L C
 - x ,I \RX QHHG WR HPSKODVLUHDFRQWHQW XVH
 - o ODUJHU IRQW
 - x /LPLW WKH XVH RI SXQFWXDWLRQ PDUNV
 - x /LPLW WKH QXPEHU RI EXOOHW SRLQWV RQ D VOLGH WR VL[
 - o RU OHVV
 - x %H FRQVLVWDQW ZLWKLQ RQ LQJ
 - x /HDYH HPSW\ VSDFH DURXQG FKDUWV DQG YLVXDO
 - o LPDJHV
 - x %H PLQGIXO RI ZRUG FKRLFHV
 - o 8VH WKH \$QWDFLVP (TXLW\ 'LYHUVLW\ DV QHHGHGXWRD LG EQV
 - o DSSURSULDWH WHUP XVDJH
 - o 5DWKHU WKDQ ³XRPOERRDORUV³DLUDDOH' RU ³IHPDOH '
 - o 5DWKHU WKDQ XVLQJ ³SIULFDQ \$PHULFDQ:KRW H &DXFDVLDQ ' X
 - x :KHQ XVLQJ \$56 TXHVWLRQV
 - o 7LWOH WKH TXHVWLRQ VOLGH VXFK DV ³\$56 4XHVWLRQ '
 - o &DSLWDOLJH DQG EXOOHW WKH DQVZHU FKRLFHV VXFK DV \$%
 - o &OHDUO\ LQGLFDWH WKH FRUHFWDQVZHQ WKHQURD FRZQLJW
 - x ,QFRUSWH D VOLGH DQQRXQFLQJ D³UURDID' DRQV KH H F H L R Q
 - x /LVW DJHV ZLWKR XW DEEUHYLDWLRQV VXFK DV ³
 - x 3URYLGH D VXPPDU\ VOLGH RI NH\ WDNHDZD\ 7KHVH VKRXOG EH
 - x 8VH \RXU ODVW FRQVDFWLSURVEGMLRQ IRU VWXGHQWV ZKR KDYH
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What Formatting Mistakes Should I Avoid?

- x 8VLQJ LWDOLFV RU XQGHUOLQHV WR HPSKODVLUH FRQWHQW
- x 8VLQJ PRUH WKDQ IRXU IRQWV LQ D SUHVHQWDWLRQ
- x 8VLQJ SDWWHUQHGE DFNJHDFXQGLD\ WKH\ UHGXFH
- x ([FHVVLVYH ZRUGLQJ RQ VOLGHV
- x 8VLQJ IXOO VHQWHQFH SKUDWV WKH K D G O K R U W H D F K O L Q H W R
- x 8VLQJ DEEUHYLDWLRQV RU DFURQ\PV
- x

What Resources Are Available to Help Me?

x [5HIOHFWLRQ &KHFNOLVW IRU \\$VVHVVLQJ %LDV LQ 7HDFKLQJ 0DWH](#)
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