

## Rules of Thumb

### *“Professional English for Molecular Biologists”*



1. Prepare your lecture **well** in advance and practise your speech.
2. List objectives on a special slide.
3. Open your lecture with a **very** general statement.
4. Select the best position to communicate with the entire audience.
5. Speak loud! Be energetic!
6. Let your body speak.
7. Select the most **interesting** (not all) data for the presentation.
8. Explain what is shown on the pictures, photographs and graphs (axes).
9. If you get lost in the presentation, make sure to continue within certain time frame.
10. Stick **strictly** to allocated time.
11. Upload your presentation and try it in advance.
12. Include the references to pictures prepared by other authors.
13. Use a laser pointer and guide audience through your slides.
14. Do **not** read the text on the slides/paper/screen.
15. Add a single “take home message”, if you have more conclusions.
16. Be **positive**. Include a joke or funny picture. Do **not** start with apology.
17. Check in advance: audience, time-frame, projection equipment, dress code.

A rule of thumb is a principle with broad application that is not intended to be strictly accurate or reliable for every situation.