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## **ATTACHMENT O**

### **INSERVICE PRESENTATIONS**

#### **Guidelines for Oral Presentation**

The following should be considered in preparing your inservice presentations for CE I - IV.

#### **CONTENT FACTORS**

1. Introduction and statement of purpose
2. Relevance to P.T. and to the department of this topic
3. Origin of your interest in the topic
4. Results and implications
5. Summary

#### **INSTRUCTIONAL TECHNIQUES**

1. Logical and orderly sequence of information presented
2. Appropriate use of audiovisual aids, handouts
3. Use of accurate grammar
4. Emphasis on major points
5. Appropriate body language and demeanor
6. Response to audience questioning and feedback