



PROJECT REPORTS (SPIN-OFF USE OF PROJECT RESULTS, INFORMATION AND DATA)

✦ ACCOMPLISHMENT REPORT

(FUNDING AGENCY/HOME AGENCY)

- ✦ should respectfully and appropriately be prepared in accordance with the format prescribed by the funding agency.
- ✦ The format prescribed by the home institution may need to take second priority when a project is funded by other agencies
- ✦ There are basically two sets of issues in project reports- the technical and financial issues.



TECHNICAL REPORTS SHOULD

- ❖ **highlight the most important technological achievements, the innovations and novelty developed; and the IPRs derived from the implementation and results of the project, if there are any**
- ❖ **provide a noteworthy explanation/elaboration as to why the achievements are considered significant**
- ❖ **provide more emphasis on achievements rather than a long presentation/narration of the steps or processes employed to attain the achievements.**



TECHNICAL REPORTS SHOULD

- ✦ **provide technical recommendations**
 - ✦ including potential and possible related future works
 - ✦ post project actions
 - ✦ /tasks that need to be pursued
 - ✦ follow-up research/projects that needs to be conducted.
- ✦ **Describe the problems encountered and recommended solutions (do the same for administrative issues)**



TECHNICAL REPORTS SHOULD

✘ **Include a one page technical abstract.**

The importance of an abstract is often overlooked and its use is often not maximized. An abstract is a multi-purpose document which provide a brief summary of the project. Some related uses of abstracts are as follows:

✘ **NEWSLETTER ARTICLE**

✘ **NEWSPAPER ARTICLE**

✘ **CONFERENCE/SEMINAR ARTICLE (foreign and local) submissions**

✘ **PROJECT PRESENTATIONS**

✘ **Bibliography**

✘ **DOCUMENTATION (Databases input; summary of the project which can be placed in an electronic-based searchable databases or repository of project information**

✘ **RESUME/CV- ARTICLE**

✘ **Annual reports**

✘ **others**



FEW GUIDES ON PROJECT PRESENTATIONS

- ❖ should be an approach to effective public speaking and clear communications.
- ❖ It should not be a mere reading out a prepared letter. If you only read your paper, the audience would might as well read the paper to themselves.
- ❖ Move straight into the essential of the speech/presentations
Avoid time wasting and unnecessary preliminaries, apologies or anecdotes.
- ❖ Develop a pleasing well-modulated voice; the most fascinating subject can be made boring by a monotonous, inaudible and/or uninteresting voice,



FEW GUIDES ON PROJECT PRESENTATIONS

- ✘ If possible speak without notes
- ✘ Avoid nervous mannerisms
- ✘ On visual aids
 - ✘ use graphs or bar or pie charts instead of tables of data
 - ✘ simplify graphs and diagrams
 - ✘ one or two main points or concepts only on each slide or overhead
 - ✘ if possible, no more than seven (7) lines of well spaced writing or simple uncluttered diagram



FEW GUIDES ON PROJECT PRESENTATIONS

- ✦ use large characters viewable from the back row of the auditorium**
- ✦ leave a border on the viewing area**
- ✦ On the day, arrive well in advance of the session in which you are involved, get a feel of the place, find someone who can assist you**
- ✦ most of us find public speaking a nerve wracking experience. One of the best ways to overcome the worst of nervousness is to be well prepared; remember the maxim: If you don't sweat in the study you'll sweat on the platform.**



Thank you very much