



# CHECKLIST FOR PRE-SUBMISSION SEMINAR ON PHD THESIS

## Presentation Content:

### Introduction:

- Clearly state the research problem or question. Yes  No
- Provide background information on the topic. Yes  No
- Outline the objectives of the study. Yes  No

### Literature Review:

- Summarize relevant literature. Yes  No
- Highlight gaps in existing research. Yes  No
- Justify the importance of your study. Yes  No

### Methodology:

- Describe the research design. Yes  No
- Explain data collection methods. Yes  No
- Detail any statistical or analytical techniques used. Yes  No

### Results:

- Present findings clearly and concisely. Yes  No
- Use visuals (graphs, tables) to enhance understanding. Yes  No
- Discuss any unexpected or significant results. Yes  No

### Discussion:

- Interpret results in the context of existing literature. Yes  No
- Address research questions or hypotheses. Yes  No
- Consider implications and limitations of the study. Yes  No

### Conclusion:

- Summarize key findings. Yes  No
- Suggest avenues for future research. Yes  No
- Reiterate the significance of the study. Yes  No

## Presentation Structure:

### Introduction:

- Engaging opening to capture audience interest. Yes  No
- Clear statement of purpose and objectives. Yes  No

### Logical Flow:

- Smooth transition between sections. Yes  No
- Clear progression of ideas. Yes  No

### Visual Aids:

- Use of slides to complement verbal presentation. Yes  No
- Visuals are clear, concise, and relevant. Yes  No

## Presentation Delivery:

### Clarity and Confidence:

- Speak clearly and confidently. Yes  No
- Maintain eye contact with the audience. Yes  No

### Time Management:

- Practice to ensure the presentation fits within the allocated time. Yes  No
- Allow time for questions and discussion. Yes  No

### Engagement:

- Encourage audience interaction. Yes  No
- Be prepared to answer questions thoughtfully. Yes  No

## Pre-Submission Preparation:

### Review Thesis:

- Ensure the thesis is complete and formatted according to guidelines. Yes  No
- Proofread for errors in spelling, grammar, and formatting. Yes  No

### Feedback:

- Seek feedback from peers or mentors on the content and delivery of your presentation. Yes  No

### Rehearsal:

- Practice your presentation multiple times to familiarize yourself with the material and timing. Yes  No

### Technical Setup:

- Test audiovisual equipment and slides in the presentation venue beforehand.

Yes  No

## Miscellaneous:

### Handouts:

- Prepare any handouts or supplementary materials for the audience.

Yes  No

### Dress Code:

- Dress appropriately for the occasion.

Yes  No

### Refreshments:

- Arrange for any refreshments or amenities for attendees, if applicable.

Yes  No

### Thank You:

- Plan to express gratitude to your audience and any contributors to your research.

Yes  No