GIVING JUSTICE TO YOUR HARD WORK:

**PREPARING FOR YOUR FINAL DEFENSE**

**THINGS TO DO** *(Check each box as you accomplish every task):*

**Before the Presentation: Prepping the Paper**

* Secure the required ethics report from Ms. Carol or Dr. Dalog. Fill out and present to the panel during final defense.
* Ensure that all sections (including those that will not be part of the oral presentation) of the final paper have been written following the guidelines we discussed in class.
* Do a **grammar and spelling check**. Panelists find typographical and grammatical errors distracting.
* Double-check the format of the paper (spacing, margins, etc.) to ensure that follows the format prescribed in class.
* **References** must be in APA 6th Edition and must be indicated in a separate page which must be seen after Chapter 5.
* The research instrument (**survey questionnaire**) must also be attached to the proposal after the References.
* Print the final version of your proposal in four (quadruplicate) copies.

**Before the Presentation: Planning the Presentation**

* Take note of the sections of the that you will need to present:

1. Start by presenting the title of the research;
2. Mention the recommendations of the panel during the proposal defense and discuss how you revised the paper to follow these recommendations;
3. Proceed with a brief background of the study;
4. Reintroduce the Statement of the Problem;
5. Discuss Chapters 4 and 5 for last.

* Determine how many will be doing the presentation and devise how the parts will be discussed in such a way that the whole presentation will be cohesive.
* Construct the slideshow presentation to highlight only the important sentences of your paper. BE MINIMALIST IN THE DESIGN. No font smaller than 24.
* Take note that your presentation must not exceed 10 minutes. Practice the whole process and time yourself. Edit the presentation, if necessary, to maximize the time you have.
* All members of the research team must be in **BUSINESS ATTIRE**, must study and be prepared to answer the questions that the panel members will be asking. If you want, you may assign every member to a section or several sections of the paper and whichever section is relevant to the question raised, the member assigned to it must respond.
* **IMPORTANT:** Take note of the criteria for the evaluation of your oral presentation: Ability to defend position logically (25%); Clarity of Presentation, Composure and Physical Appearance (20%); Depth of Knowledge (25%); Content of Paper (30%)

**On the Day of the Presentation**

* See Sir Von at 7:30 AM at Room 511 for a final briefing on the final defense. Submit the one copy of the paper to him and the rest must have already been distributed to the panel members a day before the presentation.
* Be at the presentation venue at least 30 minutes before the start of your presentation.
* You may negotiate with other groups regarding the sequence.
* Decide on the slot you want to take and inform me. First to inform gets the slot.
* We don’t know what time each slot will take but assume that each presentation will approximately take 25 minutes.
* The order of presentation will be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **ORDER** | **SECTION** | **RESEARCH TITLE** | **RESEARCHERS** |
| 1ST | **ABM 1** | Small-Scale Business Owners’ Perception of Online Retailing | Dino, Dioso, Lab-asan, Valenzuela, Pedrosa |
| 2ND | **ABM 2** |  |  |
| 3RD | **HUMSS 1** |  |  |
| 4TH | **ABM 1** | Factors influencing senior high School students’ Smartphone purchase intentions | Bandiola, Flores, Martinez, Lazaro, Tabamo, Jose, Tan |
| 5TH | **ABM 2** |  |  |
| 6TH | **HUMSS 1** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7TH | **ABM 1** | DLSAU Tertiary Students’ Perception of Online Shopping | Pagudar, Balisi, Carolino, Cleofe, Morales, Palao |
| 8TH | **ABM 2** |  |  |
| 9TH | **HUMSS 1** |  |  |
| 10TH | **ABM 1** | DLSAU Grade 10 Students’ Perceived Advertising Effectiveness of Facebook and YouTube | Bartolome, De Castro, Dela Cruz, Esmeralda, Gregorio, Membrere, Pantillano |
| 11TH | **ABM 2** |  |  |
| 12TH | **HUMSS 1** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 13TH | **ABM 1** | Millennial Traveler’s Perception of Travel-Related Mobile Applications | Mallari, Fandialan, Yao, Bayan, Arnado, Valeriano, Soriano |
| 14TH | **ABM 2** |  |  |
| 15TH | **HUMSS 1** |  |  |
| 16TH | **ABM 1** | Attributes Influencing the Online Buying Behavior of DLSAU SHS Students | Alayon, Banez, Bonita, Delos Santos, Salinas |
| 17TH | **ABM 2** | SHS Students’ Perception of User Generated Content on YouTube | Arreola, Delos Santos J., Ladlad, Laxaman, Llaneta, Siton |
| 18TH | **HUMSS 1** |  |  |
| 19TH | **ABM 1** | Student-Friendly Services: Effect on Sales of Specialty Coffee Shops | Cortez, Gaac, Granado, Martin, Ngo, Rivera |

**During the Presentation**

* Upon entering the room acknowledge the panel with a simple greeting. Smile. The panel is not there to just point out your mistakes but to help you.
* One member must be in charge of controlling the slideshow, another must act as time keeper and give signals to the presenters whenever time is running out. Remember, you have to finish after 10 minutes.
* Start the presentation immediately. Introduce the members of the group and proceed with the presentation.
* When you are done, tell the panel that the presentation has ended and that your group is ready to answer their questions and listen to their comments.
* Be open-minded. The panel members are experts and you will learn a lot from them.
* Ask one member to take down notes, presenters must be in front and listen to the comments. **You may want to do an audio recording of the panel’s comments but ask for their permission first before you start recording.**
* Thank the panel for their help as they finish their comments and leave the presentation room immediately.

**After the Presentation**

* **BREATHE** and if you have done your best, you deserve a pat on the back regardless of the outcome of the defense. Congratulations!
* Start working on revisions.

**NOTE:** ABM 2 will have to contribute for the lunch of the panel and other professors who will be helping us in the defense (December 6th). Whatever is available in the canteen will do. ABM1 will take charge of morning snacks; HUMSS2 for lunch on December 7th.