

WKLQJV ORRN QLFH IRUPDWLQJ LV DQ LPSRUWDQW DVSHFW RI UHSU

LQWHQW ,I LW LV PHVV\ DQG PSRRUDQH SVOD QVHHG  
DXGLHQW KHWHKDIW UPDWLQR LW KHQSBRUHWGHW  
IRUPDWLQJ PDNHV D SRRU ILUVW LPSUHVLRQ  
HVWDEOLVK QHFHVVDU\ FUHGLELOLW\ UHJDUGL

IRU IRUPDWLQJ IRU RZHU RRLQW SUHVHQWDWLRQV IRU WKH  
LQIRUPDWLRQ LV EDVHG RQ UHVHDUFKHG EHVW SUDFWLFHV DQG H[SHU  
x 8VH D VDQV VXEKIDN RQVLEOLRU DHHFODUWLFDR QWV DUH KDUGHU WR  
x 6HOHFW D VLQJOH IRQW IRU KHDGOLQHV DQG D GLIIHUHQW IRQW I  
x 8VH D IRQW VL]H RI SW RU ODUJHU  
x 8VHODJKW EDZFNWHRXQG ZIDWRDWDUN  
x +DYH D WLWOH VOLGH WKDW OLVWV WKH SUHVHQWHUV  
o 'R QRW XLFH WKH GDWH RI WKH SUHVHQWDWLRQ  
x 7KH VHFRRG VOLGH VKRXOG EH UHVHUYHG IRU VHVLRQ REMHFWL  
o 6WXGHQWV VKRXOG KDYH D FOHDU XQGHUVWDQGLQJ RI ZKDW  
WKH\ DUH H[SHFWHG WR OHDUQ  
x 8VH D GLIIHUHQW FRORU IRU KHDGOLQHV  
x 8VH FRQVLVWHQW WODQVLWLRQV LI XVHG DW DO  
o 7UDQVLWLRQV ZLOO QRW WUDQVWDUWHV WJWRVDFRU VWXGHQW U

- x 8VH JRRG TXDOLW\ LPDJHV DQG ODEHO WKHP ZLWKLQ WKH LPDJH
  - o 8VH GLYHUVH LPDJHV WR EH UHSUHVHQWDWLYH DQG LQFOXVH
  - o :KHQ VHOHFWEHQ DZD DHHRI QHJDQGYR WKHW RHWVDRMOG RIIHQG WKH DXGLHQFH
- x 8VH DQ DSSURSULDWH QXPEHU RI VOLGHV \$ RHSHUHQGXDWLRQWK
  - o 3ODQ DFFRUGLQJO\ VR \RX GRQW UXRQ WKBRXVK WKWLPHG R
  - o \$OO SUHVHQWDWLRQV PXXW HQG RQ WLPH GXH WR UHFRUGLQ
- x ,I \RX QHHG WR HPSKODVLUHDFRQWHQW XVH
  - o ODUJHU IRQW
- x /LPLW WKH XVH RI SXQFWXDWLRQ PDUNV
- x /LPLW WKH QXPEHU RI EXOOHW SRLQWV RQ D VOLGH WR VL[
  - o RU OHVV
- x %H FRQVLVWHWSZLVWLQ RQ LQJ
- x /HDYH HPSW\ VSDFH DURXQG FKDUWV DQG YLVXDO
  - o LPDJHV
- x %H PLQGIXO RI ZRUG FKRLFHV
  - o 8VH WKH \$QWDFLVP (TXLW\ 'LYHUVLW\ DV QHHGHGXWRDLG EQV
    - o DSSURSULDWH WHUP XVDJH
    - o 5DWKHU WKDQ 3ZRPDERRDORUV'DLUDOH' RU 3IHPDOH '
    - o 5DWKHU WKDQ XVLQJ 3\$IULFDQ \$PHULFDQ:KRWH&DXFDVLDQ ' X
- x :KHQ XVLQJ \$56 TXHVWLRQV
  - o 7LWOH WKH TXHVWLRQ VOLGH VXFK DV 3\$56 4XHVWLRQ '
  - o &DSLWDOLJH DQG EXOOHW WKH DQVZHU FKRLFHV VXFK DV \$%
  - o &OHDUO\ LQGLFDWH WKH FRUHFW DQVZHQ WKHQURD FRZQLJW
- x ,QFRUSWH D VOLGH DQQRXQFLQJ D3IURDID' DRQVWKHFRHLRQ
- x /LVW DJHV ZLWKRXW DEEHUHQDWLRQV VXFK DV 3
- x 3URYLGH D VXPPDU\ VOLGH RI NH\ WDNHDZD\ 7KHVH VKRXOG EH
- x 8VH \RXU ODVW FRQVWLSURVEGMLRQ IRU VWXGHQWV ZKR KDYH

## What Formatting Mistakes Should I Avoid?

- x 8VLQJ LWDOLFV RU XQGHUOLQHV WR HPSKDVLUH FRQWHQW
- x 8VLQJ PRUH WKDQ IRXU IRQWV LQ D SUHVHQWDWLRQ
- x 8VLQJ SDWWHUQHGEDFNJHDFXGLD\ WKH\ UHGXFH
- x ([FHVVLVYH ZRUGLQJ RQ VOLGHV
- x 8VLQJ IXOO VHWHQFHSHUDWKWVWKDQ OKRUWHDFK OLQH WR
- x 8VLQJ DEEUHYLDWLRQV RU DFURQ\PV
- x

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## What Resources Are Available to Help Me?

x [5HIOHFWLRQ &KHFNOLVW IRU \\$VVHVVLQJ %LDV LQ 7HDFKLQJ 0DWH](#)  
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